Payroll Premier 2014/15 User Guide

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INSTALLING PAYROLL PREMIER

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Welcome to Payroll Premier 2014/15. This chapter helps you install your new software so you can start using it. You can also find information about setting up a multi-user environment and how to keep your Payroll Premier software up to date.

Learning about Payroll Premier

Using this user guide

The best place to start learning about Payroll Premier is the user guide you are now reading. It is designed to give you an overview of how Payroll Premier works and how you can make it work better for your business.

This chapter shows you how to get Payroll Premier installed on your computer so that you're ready to start setting up the program. Chapters 2 through 6 give you a practical guide to setting up and using Payroll Premier. The last chapter provides further support options.

Detailed information about features from the individual menus are available in the in-product Help.

Other ways to learn about Payroll Premier

There are other ways to learn about Payroll Premier:

- In-product Help

  Get help on the window you have open by pressing the **F1** key.

  Extensive information on how to use Payroll Premier is included in the in-product Help, extending the introductory material you'll find in this user guide.

  Choose *Help menu* > *How to use Help* for information about how to use Help.

  Payroll Premier uses WinHelp® for its in-product Help. To run this on Windows Vista, Windows 7 or Windows

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8, refer to http://support.microsoft.com/kb/917607. This knowledge base article explains how to download a WinHelp tool for Windows Vista, Windows 7 and Windows 8 that enables you to view a WinHelp file.

- Q-Card

  This small yellow window of information displays in the toolbar and helps you complete tasks in the window that is currently open.

  Choose *Help Menu* > *Q-Cards* to turn this option on.

- How Do I menus

  How Do I icons display on the navigators. Click this to see a series of topics relating to the open navigator. This saves searching the in-product Help for a relevant topic.

- Frequently Asked Questions

  The Payroll Premier in-product Help includes a list of questions and answers to help you use the program and process your payroll.

  To access the list:

  1. Press the **F1** key and then click the Contents tab.
  2. Click **Common Questions and Answers**.

Conventions

This user guide follows a number of conventions to communicate information to you, as shown in the table below.

To indicate...	We use...
A menu path	"Choose *Help menu* > *Help & Support*." Note that we've added the word "menu" after the item name that appears on the main menu before the sub- menu items. We've also used italics for the full path, including the added word "menu"
A button or check box that you click	The button name in bold type. For example, "click Activate after entering..."
A key that you press on your computer keyboard to activate a function	The key name in bold type. For example, "press F1 to access in-product Help."
The name of a window	The window name in italics. For example, Payroll Premier opens the *Preferences* window.

To indicate...	We use...
The name of a drop-down menu or list	The drop-down menu name in italics. For example, “Select Tasmania from the *State* drop-down menu.”
General data stored in the *Edit Employee* window	Employee record.
Important information that may affect your data file	
A hint or a tip on how you can best use your Payroll Premier software	
Where you need to access the in-product Help for more information	

Installing and running Payroll Premier

Fast track to...	Refer to page...
System requirements	this page, below
Payroll Premier versions	8
Installing Payroll Premier	9
Registering Payroll Premier	14

System requirements

Recommended System Configuration	• At least 1.8 GHz Intel® Pentium® IV (or equivalent) • 1 GB RAM for Microsoft Windows Vista™, Windows 7 and Windows 8 users

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Minimum System Requirements	• 500 MHz Intel Pentium II (or equivalent) • At least 256 MB of RAM for a single user and at least 512 MB of RAM for multiple, concurrent users • For Windows Vista users: 1.2 GHz Intel Pentium III (or equivalent) and 1GB RAM • Windows Vista/ Windows 7/Windows 8 operating system • 1 GB of disk space (additional space required for company files) • At least 256-colour SVGA video • Optimised for 1024x768 pixel screen resolution • Supports 800x600 with small fonts • 24X CD-ROM • All online features and services require Internet access with at least a 56 Kbps modem (ADSL or Cable Modem recommended)

System Requirement Notes	• Windows Vista, Windows 7 or Windows 8 must be run in Administrator mode to install and run Payroll Premier 2014/15. • While Payroll Premier 2014/15 works on the Windows Vista, Windows 7 and Windows 8 operating systems, users should be aware that the system requirements for Windows Vista, Windows 7 and Windows 8 are far higher than those listed. These system requirements are for Payroll Premier 2014/15 only and do not reflect any hardware/peripherals requirements that may or may not be required to successfully install any compatible operating system. • The Payroll Premier 2014/15 in-product Help is available in WinHelp format. This will not work for Vista, Windows 7 or Windows 8 as installed. The WinHelp tool for Windows Vista, Windows 7 and Windows 8 can be downloaded from the following URL: http://support.microsoft.com/kb/917607. This enables Windows Vista, Windows 7 and Windows 8 users to access the in-product Help, while non-Windows Vista, non-Windows 7 and non-Windows 8 users will not be affected. Windows Vista, Windows 7 and Windows 8 users may still experience a Microsoft warning message when accessing the in-product help for the first time, but this message can be safely ignored and the Help used as normal.

Payroll Premier versions

Two versions of Payroll Premier are available:

- Single-user version
- Multi-user version

Single-user version

The single user version is designed for businesses where only one person needs to use the application at any one time. You may install the software once, on one computer only. If you require additional users you will need to upgrade to a multi-user licence.

Multi-user version

The multi-user version is for businesses where more than one person needs to use the application at any one time. The multi-user licence enables you to install multiple versions on a network and for multiple users to access the Payroll Premier data file.

You can buy a version of Payroll Premier already enabled for multiple users. If upgrading from a single-user version, you will need to re-install Payroll Premier, using a multi-user Payroll Premier Installation Key that unlocks the multi-user version.

Installing Payroll Premier

You will need to run Windows Vista, Windows 7 or Windows 8 in Administrator mode in order to install and run Payroll Premier 2014/15.

It's easy to install Payroll Premier.

1. Shut down any programs that are running, including virus protection programs.

   Some virus protection programs can interfere with installation.

   It is also recommended that you disconnect from the Internet before installation.

2. Insert the Payroll Premier CD into your computer's CD-ROM drive.

   If the installation does not run automatically, use Windows Explorer to locate the "autorun.exe" file on the CD-ROM and double-click it to start the installation process.

3. Follow the onscreen instructions.

   You will need to enter your single-user or multi-user Installation Key Code as part of this process.

Your Payroll Premier Installation Key Code will determine whether the Installer installs a single or multi-user version of the program. If you are upgrading from a single-user to a multi-user version, you need to re-install Payroll Premier and enter the new multi-user Installation Key Code.

What's happening when installing Payroll Premier?

Your Payroll Premier installation prompts you to enter information so it knows how to best install your product. Following is a table that identifies the type of information you need to enter during the installation process and why it's important to include this.

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Installer window	What the Installer requires you to do	Why it needs this
Welcome	Read the notes that identify what you need to do before beginning setup. Once you're ready to begin, click NEXT.	If you don't have enough disk space or are running other programs, you might experience some issues with your installation. To avoid this, you should follow the suggestions on this page before starting.
Last minute release notes	Read the notes that identify important aspects of the new version of Payroll Premier.	You may need to perform certain tasks before and after the installation.
Payroll Premier Installation Key Code	Enter the Installation Key Code you received when buying this software.	This identifies to the Installer that you are a legitimate owner of the software.

Installer window	What the Installer requires you to do	Why it needs this
Licence Agreement	Click Yes to acknowledge the terms of the licence agreement.	The Installer cannot install the program unless you agree to the terms and conditions in the licence agreement.

Installer window	What the Installer requires you to do	Why it needs this
Select Destination Directory	Specify where to install your Payroll Premier version.	You can decide whether to install over a previous installation, a new location suggested by the Installer, or a folder of your own choice. Windows Vista, Windows 7 and Windows 8 users *should not* use the default destination directory, i.e., "\Program Files\QPRollv23". Create or select a different directory for your Payroll Premier installation. For more information, see the Payroll Premier 2014/15 Installation and Upgrade Guide that came with your software.
Ready to Install	Click Next to install the software	To begin the installation of Payroll Premier.

Registering Payroll Premier

You have up to 21 days from installation to register Payroll Premier.

1. Choose *Activities menu* > *Register Payroll Premier* to activate the *Register Payroll Premier* wizard.
2. Follow the onscreen instructions.

   Although the wizard will guide you through the registration process, you can press the **F1** key to see in-product Help on the subject.

Working with the multi-user version of Payroll Premier

Before proceeding you should have:

- Installed and registered Payroll Premier multi-user version on your main Payroll Premier PC.
- Created a new company data file, or upgraded your existing data file.
- Installed and registered copies of Payroll Premier on the relevant network computers.

You now need to perform the following tasks on each network computer running Payroll Premier:

- Map the network drive
- Link Payroll Premier to the data file

Mapping the network drive

You need to perform this task from your Windows operating system.

1. Open Windows Explorer.

   Refer to your Windows documentation to do this in the Windows operating system you are using.
2. Choose *Tools menu* > *Map Network Drive*.
3. Choose from the *Drive* drop-down menu a drive letter that you wish to associate with the network drive.

Make sure you map each networked PC running Payroll Premier to the same drive letter.

4. Click **Browse** to find the folder created for multi-user setup where you want the data file accessed from.
5. Select the **Reconnect at logon** check box.
6. Click **OK**.

Linking Payroll Premier to the data file

If you already have a Payroll Premier data file, you will need to set up the data file to be used by multiple users by setting up the network path and copying the data file to the nominated network drive.

If you are new to Payroll Premier, follow the steps below.

1. Open Payroll Premier.
2. Choose *File menu* > *Setup Network Data Path*.

The *Setup Network Data Path* menu option is only available if your Payroll Premier version is registered for multi-user.

3. Set the path to the network drive and path you set up from Windows Explorer.

   For example, if Payroll Premier was installed into *Z:\QPRollv23*, (where Z: is the drive for the server you first installed Payroll Premier) then enter *Z:\QPRollv23\data* as the data path.
4. Select the **Use existing files located at the network server path** check box.
5. Click **Save**.

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Payroll Premier displays the *Please Select Data File* window.

6. Select the data file and then click **Open**.

Solutions to common issues with networks

Payroll Premier keeps losing the network data path

This can occur in the following situations:

- You manually copied the data files to the network drive, without using the Payroll Premier Setup Network Data Path function to copy the files.
- The different copies of Payroll Premier installed on the network all see the network drive and path differently. For example, on one copy the network drive might be set to X: and on another copy it might be T:.
- Not all installed copies of Payroll Premier are registered as multi-user.

Network data corruption

Data files can become corrupted over a network if the:

- Network protocol is not set up correctly
- Hard drive on the workstation or server is failing
- Hard drive controller on the workstation or server is failing

- Network card/hub on the workstation or server is failing

One of the easiest ways to test and isolate this sort of problem is to create a file that you know the exact byte size of and then copy that file to the suspect computer. Once that is done, compare the file size on each computer to make sure it's the same—a failing network card, hub, hard drive or hard drive controller will cause the file to lose bytes in the transfer. You may need to swap out each hardware item until you locate the bad component.

!

You need to run Windows Vista, Windows 7 or Windows 8 in Administrator mode in order to install and run Payroll Premier 2014/15.

?

To learn about...	Type in the Help Index...
How to register Payroll Premier	Registering, then choose How to register Payroll Premier
Multi-user registration	Registering, then choose Multi-user registration

Backing up your data file

We recommend that you back up your data file once per day, and then perform a special monthly backup that you

keep on external media off your premises for security purposes.

To back up your data file:

1. Choose *File menu* > *Backup Files*.

   Payroll Premier displays the Backup Data dialog box.

2. Check that the FROM path and file name are correct.

   By default this should be *C:\QPRollv23\DATA\{filename}.QPW*.

   ({filename} is the Data File Name of your data file.)

3. Check that the location you are copying to is correct.

You can change the default backup path and file name in your preferences. Choose *File menu* > *Preferences* and click the **Files** icon. Under *Backup Details*, choose a default drive letter and a name for the backup file.

In most cases, you shouldn't need to use the **Browse** button to specify the backup path and file name—it's just there for advanced users who may wish to specify a different location from the default.

4. Click **OK**.

   If there are already backup or other files at the backup location, Payroll Premier will ask if you want to remove (erase) those files.

5. Click **Yes** when prompted to back up your data files and reports.

?

To learn about...	Type in the Help Index...
Creating a backup routine	Backup, then choose Backup Procedures
Using the Payroll Premier automatic backup	Backup, then choose Using an automatic backup

Keeping Payroll Premier up to date

To use Payroll Premier successfully, you should make sure that you have the latest tax scales and upgrade of the program. Occasionally, we issue a maintenance release for an existing version of Payroll Premier. This can happen if we update a feature or need to change the software to meet some new legislative requirement. Therefore, you should periodically perform an update to ensure that you are always using the most recent release of Payroll Premier.

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You can obtain the latest tax scales and service packs by visiting Reckon website frequently. Some update files, such as tax scales or reports, will only be available if they have changed during the financial year.

To check for Payroll Premier updates:

To use this feature you must have access to the Internet.

1. Choose *Online menu* > *Update Payroll Premier*.

   Payroll Premier launches the Reckon website.

2. Follow the instructions on the website to locate and download any new updates for Payroll Premier.

INTRODUCTION TO PAYROLL PREMIER

2

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Finding your way around Payroll Premier 26

Using Payroll Premier—a quick overview 32

Welcome to Payroll Premier – the easy way to manage your payroll.
This chapter looks at what Payroll Premier is, and how you can use it in your business.

Introduction to Payroll Premier

We all know how difficult and time consuming it can be to process and track payroll.

There are working hours to track, along with salaries and wages, vacation and personal leave time, deductions, allowances, superannuation and so on. But with Payroll Premier, you can handle your payroll quickly and easily:

- Set up a data file in no time using the Company Wizard.
- Record personal and salary information, employee work times, wages, deductions, and allowances for each employee in an employee record.
- Let Payroll Premier calculate wages due, leave accruals, deductions and superannuation for you.
- Use Payroll Premier to email or print pay slips and payment summaries.
- Pay your employees, the ATO and superannuation funds electronically with Payroll Premier.
- Export superannuation contributions to super funds.

What can Payroll Premier do?

Payroll Premier handles the payroll tasks that you once had to do manually, such as:

- Calculating and tracking your employees' pays:
  - based on awards, departments, spreadsheets and overtime

    - based on timesheets imported from bundy clocks (or similar)
- Tracking worker's compensation, WorkCover and reportable fringe benefits.
- Calculating PAYG and other payroll liabilities you need to pay.
- Printing pay slips and payment summaries.
- Tracking reportable employer superannuation contributions.
- Providing reports on your current payroll liabilities.
- Creating a list of employees who want their payroll payments directly deposited into their bank accounts.
- Calculating an employee's termination pay.

Payroll Premier also does things that you couldn't do manually, such as:

- Creating custom export files to export payroll data to other accounting programs.
- Creating a file to be used to send your payment summary data electronically to the ATO.

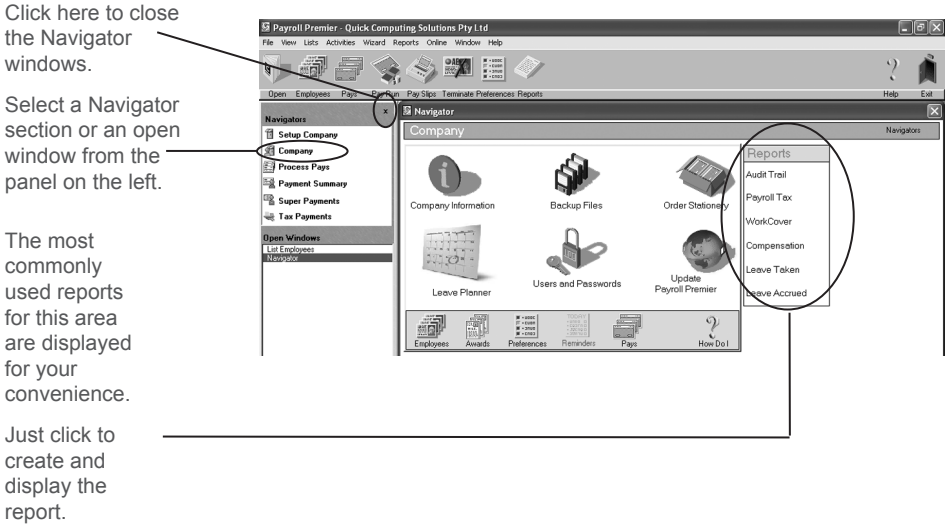
Payroll Premier provides reports that show you where you stand each week with your payroll. It also gives you the ability to create your own reports if you find that you need additional information.

Payroll Premier is packed with features, yet it's easy enough for a novice to use. You can quickly set up your company and employee details and start paying your employees the same day that you purchased the program. Then, as you use Payroll Premier and become more comfortable with its features, you will find that you can

automate more of your payroll processes.**Finding your way around in Payroll Premier**

The Navigator

The Payroll Premier Navigator is your starting point for finding Payroll Premier features, including activities, lists and reports. This central location gives you easy access to the most important parts of Payroll Premier.



Each Navigator section represents a major payroll function and displays a related group of lists, reports and

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activities.

To open the navigator windows, choose *View menu* > *Open Window List*. To close the Navigator, click the close button at the top of the panel on the left.

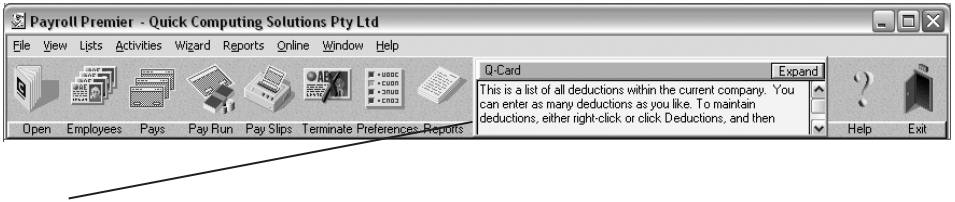
In addition to this view, Payroll Premier also provides you with two additional views – Multiple Windows and One Window views.

Right–click menus

You can access most of the activities you perform by right-clicking and selecting the activity from a popup window.

The Toolbar

The Toolbar provides quick access to the most common lists and daily tasks.


Payroll Premier - Quick Computing Solutions Pty Ltd
File View Lists Activities Wizard Reports Online Window Help
Q-Card
Expand
This is a list of all deductions within the current company. You can enter as many deductions as you like. To maintain deductions, either right-click or click Deductions, and then
Open Employees Pays Pay Run Pay Slips Terminate Preferences Reports
Help Exit

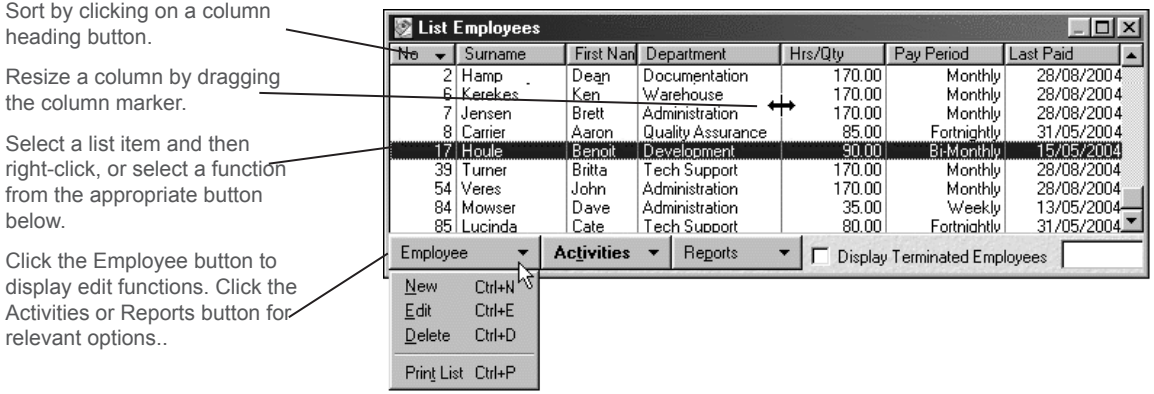
Q-Cards appear in a small yellow window in the Toolbar and provide details about working in the open window. You can turn Q-Cards on or off by choosing *Help menu* > *Q-Cards*.

Lists

Most of the employee, company and payroll data is set up through Payroll Premier windows, which are available from the *Lists* menu.

You can sort all lists by clicking on one of the column headings. To sort in the opposite direction, click a second time. Employee edit functions, Activities, and Reports are available from the three buttons on the bottom of each list. If there are no related functions, the button will be disabled.

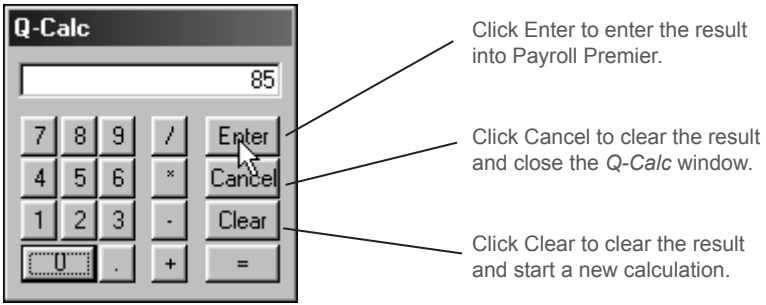
To view details or edit a list item, either double-click on the item or select the function from the first menu button (for example, the **Employee** button). You can also access the most common functions for any list item by right-clicking and then selecting the function from the popup menu.


Sort by clicking on a column heading button.
Resize a column by dragging the column marker.
Select a list item and then right-click, or select a function from the appropriate button below.
Click the Employee button to display edit functions. Click the Activities or Reports button for relevant options..
List Employees
No
Surname
First Nan
Department
Hrs/Qty
Pay Period
Last Paid
2 Hamp Dean Documentation 170.00 Monthly 28/08/2004
6 Kerekes Ken Warehouse 170.00 Monthly 28/08/2004
7 Jensen Brett Administration 170.00 Monthly 28/08/2004
8 Carrier Aaron Quality Assurance 85.00 Fortnightly 31/05/2004
17 Houle Benoit Development 90.00 Bi-Monthly 15/05/2004
39 Turner Britta Tech Support 170.00 Monthly 28/08/2004
54 Veres John Administration 170.00 Monthly 28/08/2004
84 Mowser Dave Administration 35.00 Weekly 13/05/2004
85 Lucinda Cate Tech Support 80.00 Fortnightly 31/05/2004
Employee
Activities
Reports
Display Terminated Employees
New Ctrl+N
Edit Ctrl+E
Delete Ctrl+D
Print List Ctrl+P

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Payroll Premier's Calculator (Q-Calc) pop-up window

When you enter a number, you can either type the amount in the field or use Payroll Premier's Calculator Function (Q-Calc).



You can open Q-Calc from two locations in Payroll Premier:

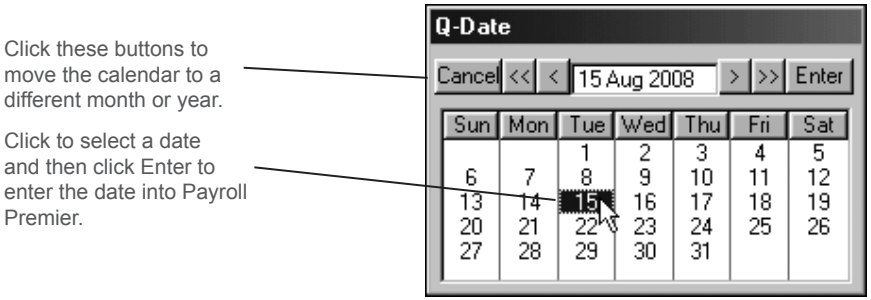
- Numeric entry field* – position your cursor over the numeric data entry field and click the right mouse button.

  **not all numeric entry fields have this functionality*

- Numeric drop-down list – click the drop-down list arrow.

Payroll Premier's Calendar (Q-Date) pop-up window

When you enter calendar dates, you can either type the date in the field or use Payroll Premier's Q-Date function.


Click these buttons to move the calendar to a different month or year.
Click to select a date and then click Enter to enter the date into Payroll Premier.
Q-Date
Cancel
<<
<
15 Aug 2008
>
>>
Enter
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

You can open the Q-Date window in two ways:

- Right-click on any date field and select a date from the calendar.
- Click the drop-down list arrow in a date field and select a date from the calendar.

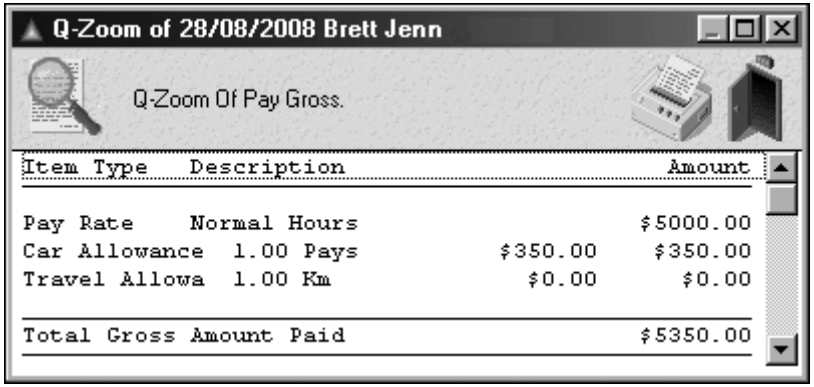
To select a day, click the day and then click **Enter**. This will enter the date into Payroll Premier.

- Click the **<<** or **>>** buttons to go back or ahead one year.
- Click the **<** or **>** buttons to go back or ahead one month.
- Click **Cancel** to cancel and close Q-Date.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Payroll Premier's Quick Zoom (Q-Zoom) pop-up window

To view how a Pay Total amount on the *Pay Details* window was calculated, move the mouse pointer over the field and click once with the right mouse button. A *Q-Zoom* report will appear with full details of how the amount was calculated.


Q-Zoom of 28/08/2008 Brett Jenn
Q-Zoom Of Pay Gross.
Item Type Description Amount
Pay Rate Normal Hours $5000.00
Car Allowance 1.00 Pays $350.00 $350.00
Travel Allowa 1.00 Km $0.00 $0.00
Total Gross Amount Paid $5350.00

Using Payroll Premier—a quick overview

Getting started with Payroll Premier

When you open Payroll Premier for the first time, the Payroll Premier *Upgrade Wizard* takes you through the process of upgrading your data file and reports from a previous version of Payroll Premier.

Upgrade Wizard
This is the Upgrade Wizard.
This wizard will guide you through upgrading from a previous version of Payroll Premier . It is STRONGLY ADVISED to use this wizard to copy your existing data from a previous version. This wizard will allow you to also copy existing reports. Click Next to continue.
< Previous
Next >
Leave

- If you have a data file from a previous version of Payroll Premier on your computer, click **Next**.

  Payroll Premier will locate the previous version data files and give you the opportunity to convert them to the new version. Your old company data file will be left unchanged in the previous version file folder. For details see

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

“Upgrading from a previous version of Payroll Premier” on page 47.

- If you don’t have a data file from a previous version of Payroll Premier on your computer, click **Leave**.

  If you need to, you can always open the *Upgrade Wizard* later from the *Wizard* menu.

- If you exit the wizard and don’t upgrade your previous version company data, a window will appear informing you that the sample file has been opened. Click **OK** to continue.

  Use the sample file to acquaint yourself with Payroll Premier’s features.

If this is your first time using Payroll Premier, we urge you to run Payroll Premier in parallel with your existing system for at least four pay periods. Then you can compare results to ensure that you are using Payroll Premier correctly.

There are eight stages to setting up and processing your payroll using Payroll Premier. The first four stages are setup tasks that you should only need to do once and then amend from time to time when employee details change. Setting up your system correctly is the key to good payroll management.

The stages of processing payroll are:

- Setting up your company
- Setting up your preferences

- Setting up industrial agreements (optional)
- Setting up your awards (optional)
- Setting up your employees
- Preparing your payroll
- Processing your payroll
- Making your payroll payments
- Performing end of year tasks

Setting up your company

You need to create a new data file the first time you use Payroll Premier. The data file stores company-related information that you will need throughout the payroll process. This includes company name and address, phone number, Australian Business Number (ABN) and banking information.

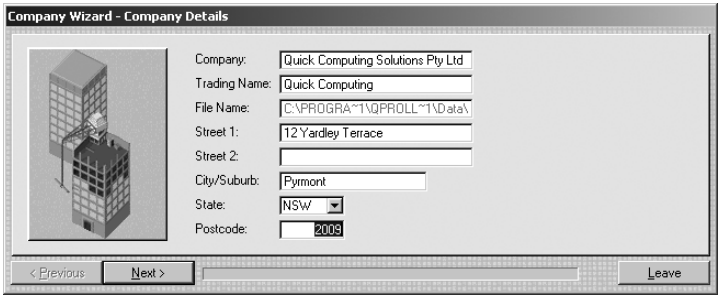
Setting up a new data file involves using the *Company Wizard*, which guides you through the process of entering relevant details. If you don't have all information at hand, you can add it later by choosing *File menu* > *Company Information*.

If upgrading from a previous Payroll Premier version, setting up your data file involves upgrading your old data file rather than creating a new one from scratch.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Press F1 while the *Company Wizard* (or any other window) is open for further information on each step.

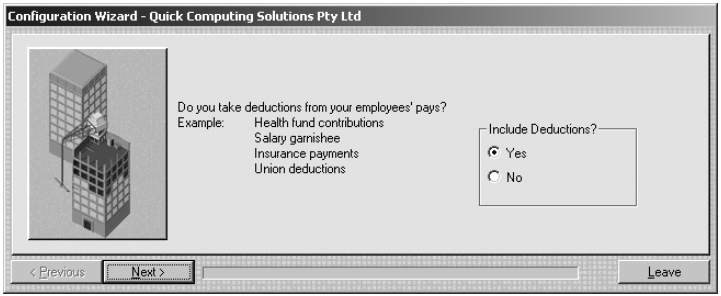
This will display Payroll Premier in-product Help with instructions for that specific step.



Setting up your preferences

Once you finish entering company information through the *Company Wizard*, Payroll Premier starts the *Configuration Wizard*. This wizard enables you to specify the features in Payroll Premier that you plan to use. As is the case with all of Payroll Premier's wizards, you can change the information later from the Payroll Premier preferences.

The *Configuration Wizard* helps you to set up all of your program preferences, and enter some default calculations and amounts.

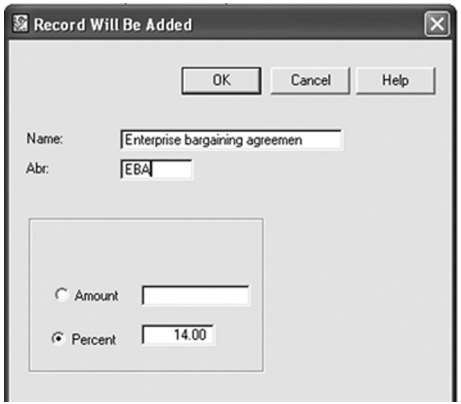


Find out more by referring to “Setting up a new company with the Company Wizard” on page 50.

Setting up Industrial Agreements (optional)

Industrial agreements are used to store information about enterprise bargaining agreements between employers and employees. If you and your employees are under a certain industrial agreement, which stipulates a Super rate or amount other than 9.50% of the Superannuation Guarantee Act, you should set up the industrial agreement and then link eligible employees with that industrial agreement in Payroll Premier. This setup enables Payroll Premier to calculate superannuation correctly.

To create a new industrial agreement, select the *List menu* > *Industrial Agreements* then click **Industrial Agreements** button and select **New.**



While we try to provide you with the solution you need, we can’t promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Special note concerning RESC to be reported on payment summaries at year end

The Government requires that a person's 'total income' for means testing will include their '"reportable employer superannuation contributions"(RESC). Reportable employer superannuation contributions (RESC) generally means the amount of superannuation contributions made by an employer for an employee that exceeds what the employer is required to contribute under Superannuation Guarantee Act or industrial law (statutory requirements).

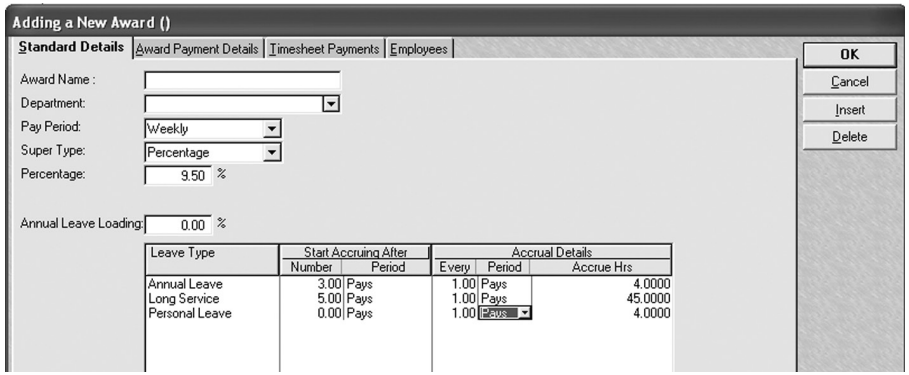
The superannuation stipulated on an Industrial Agreement is the statutory requirement and not subject to Reportable Employer Superannuation Contributions (RESC). It is recommended that you refer to your accountant for more information on RESC.

Setting up your awards (optional)

An award is a way of grouping employees so that they sit under a common pay rate and can share other pay details. Rather than add details every time you add a new employee, you can create an award and apply it to a new employee.

Awards save you having to re-enter all of the pay details each time you hire another employee under the same award, or with similar pay details.

In addition, when you make changes to an award, the changes update all the employees under that award.



Awards are optional unless you want to pay employees using the Timesheet method. If you only have a few employees, or your employees don't share many details in common, you may decide not to set up awards. However, setting up awards will mostly save you time in the long run.

When applying an award to an employee, Payroll Premier will transfer the following from the award to the employee record:

- Department
- Pay period
- Superannuation calculation

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Leave accrual details
- Allowances (optional)
- Additional pay rates (optional)
- Shift pay rates (required only for timesheet awards)

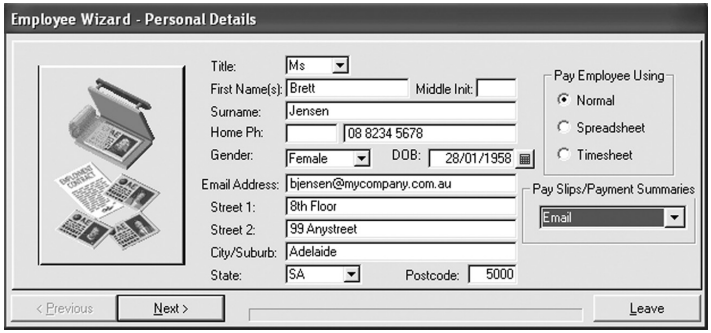
Once you create awards, it is easy to add a new employee or change pay details for a group of employees.

Setting up your employees

As an employer you must obtain and track a lot of information on each employee— personal details, company position, pay rate, leave details, deductions, allowances, superannuation and bank details to name a few.

You will use these details whenever you pay an employee, print a pay slip or print a payment summary—and anything else that relates to an employee on your books. Payroll Premier tracks this information so that you only have to enter it once.

The easiest way to enter your employee information is to use the *Employee Wizard*, which takes you step-by-step through the process of entering employee details.



The *Employee Wizard* simplifies the job of entering your employee information, ensuring that you enter all of the required information.

You can change any of the employee information later through the Employee record.

See “Setting up your employees with the Employee Wizard” on page 57 for further details.

As you enter employee and award details, you will be creating new list items such as pay rates, deductions, allowances, and sundry items. You may find it easier to enter these items through the *Lists* menu.

Preparing your payroll

You can begin preparation for processing your payroll once you’ve finished entering all of your company and employee information. This includes:

- Selecting the employees to include in a pay run.
- Entering hours worked for employees paid using the Timesheet or Spreadsheet method.
- Modifying an employee’s hours and other pay details as required.

While we try to provide you with the solution you need, we can’t promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

You do this from the *Pays Summary* window.

The *Pays Summary* window controls the processing of all pays. All your employees' pays are displayed here, allowing you to see exactly what each employee will be paid before you actually process the pays.

Pays Summary For All Employees
No Surname Given Dept. Period Super Ded. All. Gross Tax Net Pay
2 Hamp Dean Documentatio Monthly $360.00 $40.00 $0.00 $4500.00 $1148.00 $3312.00 Yes
3 Walker Carol Quality Assur Monthly $240.00 $60.00 $0.00 $3000.00 $420.00 $2520.00 Yes
4 Hardman Ian Development Bi-Monthly $335.50 $40.00 $50.00 $3050.00 $962.00 $2048.00 Yes
5 Scratchley Greg Development Bi-Monthly $183.60 $45.00 $45.00 $2295.00 $770.00 $1480.00
6 Kerekes Ken Warehouse Monthly $292.00 $95.00 $150.00 $3650.00 $1404.00 $2151.00 Yes
7 Jensen Brett Administration Monthly $728.00 $5.00 $350.00 $5350.00 $1560.00 $3785.00 Yes
8 Carrier Aaron Quality Assur Fortnightly $142.46 $45.00 $50.00 $1780.75 $311.00 $1424.75 Yes
17 Houle Benoit Development Bi-Monthly $244.00 $47.50 $50.00 $3050.00 $917.00 $2085.50 Yes
39 Turner Britta Tech Support Monthly $364.00 $195.00 $50.00 $4550.00 $1174.00 $3181.00
54 Veres John Administration Monthly $233.33 $5.00 $0.00 $2916.65 $531.00 $2380.65 Yes
84 Mowser Dave Administration Weekly $70.00 $5.00 $0.00 $525.00 $74.00 $446.00 Yes
85 Lucinda Cate Tech Support Fortnightly $140.46 $5.00 $25.00 $1755.75 $374.00 $1376.75 Yes
Prepare Pays
Activities
Reports
Show All Employees

If all your employees receive the same wage each pay period — with no variations in hours, deductions, allowances, and so on— you only need to click **Process Pays** from the *Activities* menu button.

If employees receive different wages or feature variations in hours, deductions and allowances, you may need to make some adjustments for the current pay. For example, you must edit pays and enter additional information when:

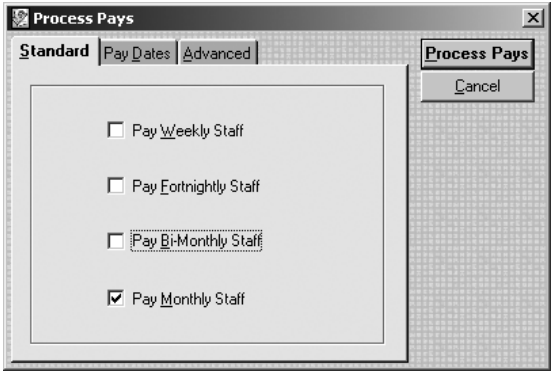
- You use the Timesheet or Spreadsheet method to enter hours that an employee works.
- You need to record hours worked that differ from the employee's standard hours.

- You make any kind of adjustments to allowances, deductions, or superannuation that apply to this pay only.
- You need to enter a sundry item (such as an expense reimbursement) or adjustment to the employee's pay.
- An employee is taking annual, personal, or any other type of leave.
- You are paying a commission or bonus

See "Using the Pays Summary window" on page 88 for further details.

Processing your payroll

Once you have prepared your payroll on the *Pays Summary* window, you can process your payroll. Use the *Process Pays* window to select the employees to pay and enter the pay dates.



While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

1. On the *Standard* tab, choose which employee type you want to pay— for example, weekly, fortnightly or monthly staff.
2. On the *Pay Dates* tab, check the pay period date and date paid, and adjust if necessary.
3. (Optional) On the *Advanced* tab, choose if you want to pay only one employee or one department.
4. Click **Process Pays**.

Payroll Premier then processes pays for all of the selected employees, and provides you with a list of payroll reports that you can choose from. It's that easy! For full details, see "Processing the pays" on page 127.

Making your payroll payments

Now that your payroll has been calculated and processed, you need to pay your employees, the ATO, your workers compensation insurer, superannuation funds, and other payroll-related agencies. When making payroll payments you can:

- Transfer your payroll data to Reckon Accounts to make payments.
- Make your wage, ATO and superannuation payments electronically.
- Use Payroll Premier's reports to provide you with information required to make manual payments or to use with non-Reckon accounting software.

See "Making your payroll payments" on page 141 for more details.

Performing end of year tasks

Apart from creating payment summaries at the end of the year for each of your employees, you do not need to do anything further. Payroll Premier automatically resets employee year-to-date figures when you process the first pay in the new financial year.

If you have a large number of employees, you may wish to archive the previous financial year's pays and terminated staff to another file. This ensures that Payroll Premier will operate as fast as possible.

When archiving information out of your file, make sure you keep multiple backup copies. You will need them if the ATO decides to audit you.

Special note concerning payment summaries at year end

To print a payment summary, you need to have your printing preferences set to print by the date paid. This is because the ATO requires payment summaries to be based on the date paid, not the pay end date.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

SETTING UP AND UPDATING YOUR COMPANY AND EMPLOYEE DATA

3

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Setting up your preferences with the Configuration Wizard 51

Setting up awards 53

Setting up your employees with the Employee Wizard 57

Setting up the Leave Planner 59

Setting up superannuation 68

Terminating an employee 77

Reinstating an employee 82

This chapter shows you how to set up the basics about your company data file, preferences, awards, employee details and superannuation.

This chapter shows you the Payroll Premier basics on:

- Upgrading your data file from a previous version

  If you already have a data file from a previous version, you can get Payroll Premier to convert it so it works with the current version.

- Creating a new data file

  If this is your first time using Payroll Premier, you'll need to set up your data file using the *Company Wizard*. The *Company Wizard* helps you enter information about your company so that you can begin working with Payroll Premier as soon as possible.

- Setting up preferences using the *Configuration Wizard*

  To further define how Payroll Premier will work for your situation, you need to specify features that you want to use and set up basic default values.

- Setting up awards (optional)

  Awards are a way of grouping the same data you would include for an employee to apply against a new employee during setup. This speeds up the task of setting up an employee.

- Setting up an employee

  You need to record basic information about each employee you have on your payroll. This is made easy with the Payroll Premier *Employee Wizard*.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Setting up the Leave Planner (optional)

  You need to set up the *Leave Planner* in Payroll Premier to be able to see leave conflicts between employees.

- Setting up superannuation

  You will need to set up superannuation funds in Payroll Premier so it can track superannuation paid for employees.

Upgrading from a previous version of Payroll Premier

To use payroll data created in a previous version of Payroll Premier, Quicken Payroll or QuickPayroll, you must first upgrade the files to the current Payroll Premier format.

The process for upgrading and the effectiveness of the upgrade will depend on what version you are upgrading from.

Before you upgrade your data files

Before transferring your information to the latest version it's important that you have first created a reliable backup copy of your data files, using your existing version (the version you are upgrading from). See "Backing up your data file" on page 18 for further details.

Refer to the *Installation and Upgrade Guide*, which came with your software. This includes important information about upgrading that you should read before attempting an upgrade.

Upgrade using the Upgrade Wizard

When you open Payroll Premier 2014/15 for the first time, the Payroll Premier *Upgrade Wizard* takes you through the process of upgrading your data file and reports from a previous version of Payroll Premier. You can also open the *Upgrade Wizard* from the *Wizard* menu.

You need to have your previous version of Payroll Premier installed before upgrading. This enables the *Upgrade Wizard* to detect your old data file for upgrading.

1. Open Payroll Premier.

   The *Upgrade Wizard* starts automatically the first time you open Payroll Premier.

   You can also start the *Upgrade Wizard* on subsequent occasions by choosing *Wizard menu* > *Upgrade From Previous Version*.

2. Click **Next**.

   Payroll Premier locates the previous version data files and gives you the opportunity to convert them to the current version.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Upgrade Wizard
This is the Upgrade Wizard.
This wizard will guide you through upgrading from a previous version of Payroll Premier . It is STRONGLY ADVISED to use this wizard to copy your existing data from a previous version. This wizard will allow you to also copy existing reports. Click Next to continue.
< Previous
Next >
Leave

Payroll Premier will leave your old data file unchanged in the previous version file folder.

3. Follow the onscreen instructions.

   The wizard allows you to select the data files and reports you wish to upgrade.

   - Click **Next** when you complete information on a page of the wizard.
   - Click **Previous** to return to a previous step.

4. Click **Finish** when you complete all the steps. Your data files and reports can now be used in Payroll Premier.

You can also upgrade to Payroll Premier by choosing *File menu* > *Open Existing Company*, but we recommend that you use the *Upgrade Wizard*.

Setting up a new company with the Company Wizard

The *Company Wizard* helps you enter company details such as your company name and address, phone numbers, ABN/PWN and banking information.

If you don't have all of the information it asks for handy, don't worry—other than the company name, you can leave any fields blank and then edit them later through the *Update this Company* window (available by choosing *File menu* > *Company Information*).

After entering your company details, the *Configuration Wizard* displays automatically so you can select the payroll features you plan to use. Although the *Configuration Wizard* only displays the first time you set up a data file, you change settings later through the company preferences**Using the Company Wizard**

Payroll Premier starts the *Company Wizard* automatically when you create a new data file. It's easy to use the wizard.

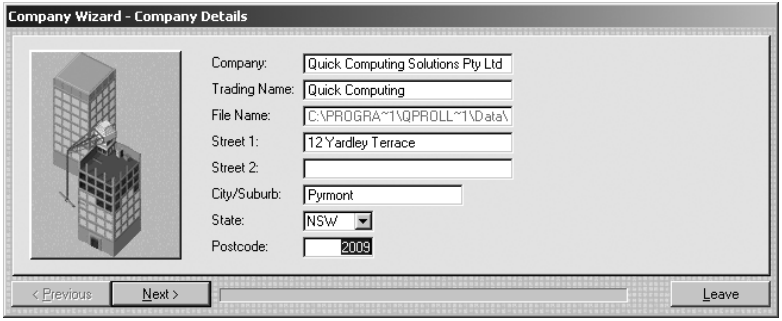
1. Choose *File menu* > *New Company*.

   Alternatively you can click **Create a New Company** from the Navigator.

2. Follow the onscreen instructions.

3. Click **Next** when you finish entering information on each page of the wizard.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.



- Click **Previous** if you wish to return to a previous page of the wizard.
- Press **F1** while the *Company Wizard* is open for further information on each step.

4. Click **Finish** when you have completed all of the steps in the wizard.

   Payroll Premier activates the *Configuration Wizard* automatically once you complete the *Company Wizard*.

Setting up your preferences with the Configuration Wizard

The *Configuration Wizard* allows you to specify the features in Payroll Premier you wish to use and set up default values. As you progress through the wizard you will be asked a series of questions from which you choose Yes or No for an answer. The *Configuration Wizard* will then enable or disable a feature based on your response.

If you answer No to using a feature, Payroll Premier will turn it off and make it unavailable until you turn it back on.

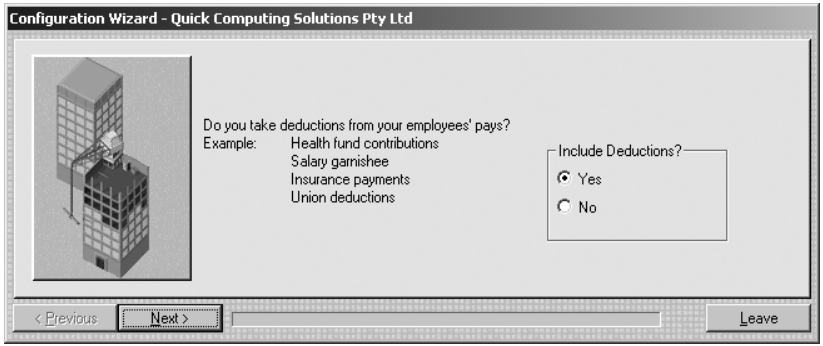
If you answer Yes to using a feature Payroll Premier will enable it for use with your data file.

You can change any of these preferences later from the *Preferences* window, which is available when you choose *File menu* > *Preferences*.

Using the Configuration Wizard

Payroll Premier starts the *Configuration Wizard* automatically once you finish completing the *Company Wizard*. For the following example we'll assume that you've completed the *Company Wizard* and are ready to use the *Configuration Wizard*.

1. Follow the onscreen instructions.



- Click **Next** when you finish entering information on each page of the wizard.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Click **Previous** if you wish to return to a previous page of the wizard.
- Press **F1** while the *Configuration Wizard* is open for further information on each step.

2. Click **Finish** when you have completed all of the steps in the wizard.

Setting up awards (optional)

You should set up awards if you want Payroll Premier to speed up the process of entering an employee or if your employees come under a federal award. If you have staff that are paid different rates for different times of the day, then you must set up awards with shift details for these employees Awards let you set up payroll details that a group of employees have in common. When you apply the award to an employee, Payroll Premier transfers the following details from the award to employee record:

- Department
- Pay period
- Superannuation calculation
- Leave accrual details
- Allowances (optional)
- Additional pay rates (optional)
- Shift pay rates (only for timesheet awards)

It becomes easy to add new employees or change pay details for a group of employees once you have awards available to use.

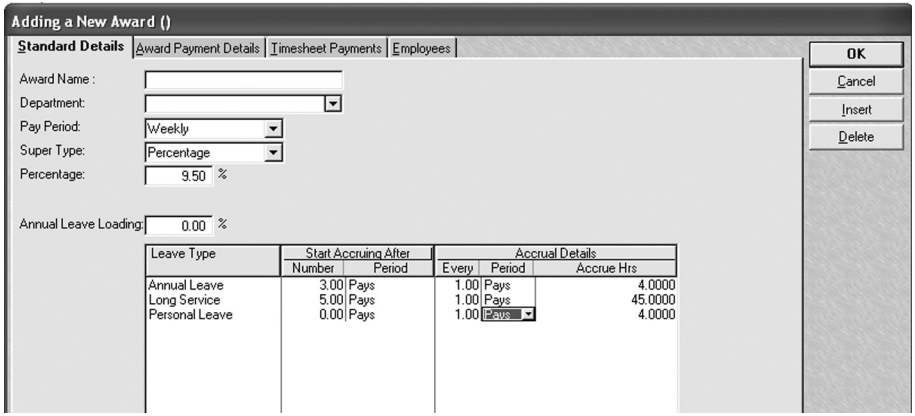
If paying employees using the timesheet method, you must complete the timesheet section whilst completing the awards.**Creating a new award**

1. Choose *Lists menu* > *Awards*.

   The *Award List* window opens.

2. Click the **Awards** button, then click **New**.

   The *Adding a New Award* window opens.



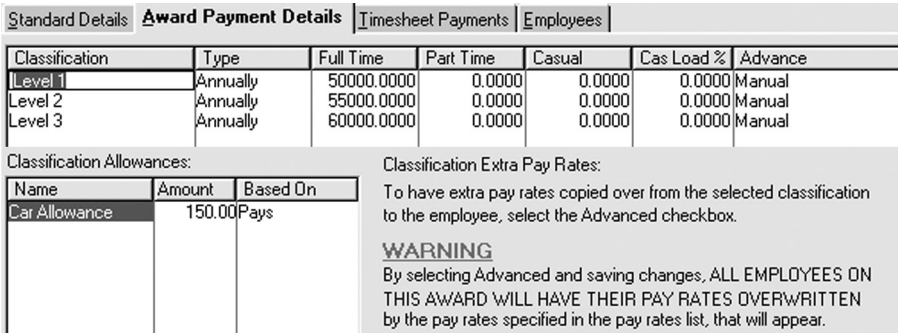
While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

3. Name the award on the *Standard Details* tab and then enter the default department, pay period, super type, leave loading and superannuation details.

> **!** If an award has an Industrial Agreement linked to it and you wish to track this in Payroll Premier, you must set up the the Industrial Agreement first. See “Setting up Industrial Agreements“ on page 36 for details.
>
> If you want to set the Super percentage of the award via the Industrial Agreement, select **Industrial Agreement** as the super type and then choose the relevant Industrial Agreement which has been set up previously.

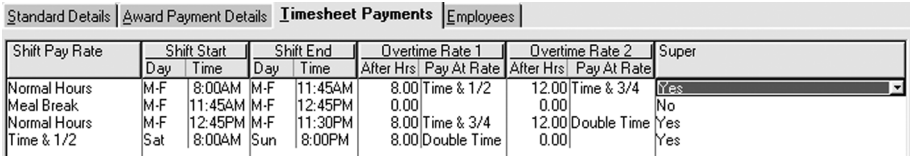
4. Set up pay rates for the employees under this award on the *Award Payment Details* tab.

   For each classification (or level) within the award, you can specify different remuneration amounts for permanent, part-time, or casual staff. You can also specify allowances and additional pay rates that apply to a classification.



5. If paying employees according to the time they start and finish a work shift (using the Timesheet method) complete the *Timesheet Payments* tab.

   For each shift, complete a separate line. Make sure you don't forget to allow for and enter unpaid meal and rest breaks.

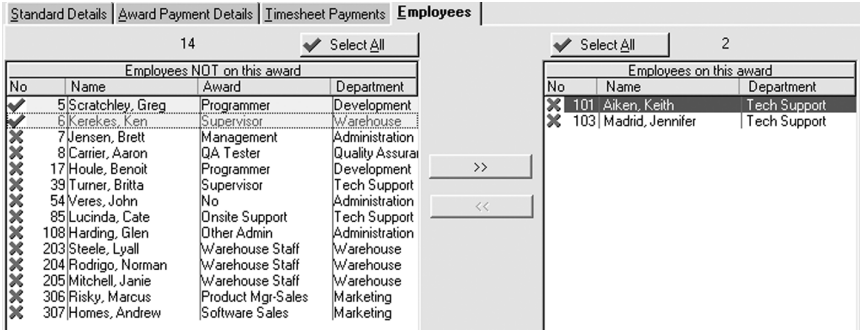

Standard Details | Award Payment Details | **Timesheet Payments** | Employees

Shift Pay Rate	Shift Start		Shift End		Overtime Rate 1		Overtime Rate 2		Super
	Day	Time	Day	Time	After Hrs	Pay At Rate	After Hrs	Pay At Rate	
Normal Hours	M-F	8:00AM	M-F	11:45AM	8.00	Time & 1/2	12.00	Time & 3/4	Yes
Meal Break	M-F	11:45AM	M-F	12:45PM	0.00		0.00		No
Normal Hours	M-F	12:45PM	M-F	11:30PM	8.00	Time & 3/4	12.00	Double Time	Yes
Time & 1/2	Sat	8:00AM	Sun	8:00PM	8.00	Double Time	0.00		Yes

6. You can associate employees with the current award by selecting the *Employees* tab. Employees can be easily moved between Industrial Agreements based on awards. See "Setting up Industrial Agreements" on page 36 for further details.

   The left-hand side column displays employees that are not currently set to this award whilst the right-hand side column displays those are set to this award. Double-click to select the employee you want to move (the selected employee will be marked with a tick and turn green) then click the **>>** or **<<** button to move the employee across.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.



Press **F1** while you are entering the award details for full details on entering awards.

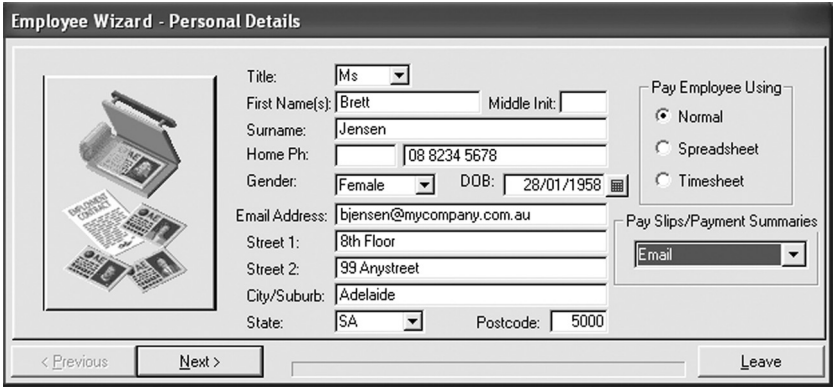
Setting up your employees with the Employee Wizard

The best way to create an employee record is to use the *Employee Wizard*. The wizard takes you step-by-step through the process of adding an employee and ensures that you enter the details required.

If you don't have all of the information handy, don't worry—not all of the details have to be entered right now. The *Employee Wizard* will inform you if you have not entered mandatory information at each step. You can add or change any of the employee details later through the Employee record.

You can also create a new employee record through the *Employees List*, although we strongly recommend that you always use the *Employee Wizard*—that way you won't overlook any of the steps involved.

Creating a new employee



1. Choose *Wizard menu > Create New Employee*.

   Follow the onscreen instructions.

2. Click **Next** when you finish entering information on a page of the wizard.

3. Click **Previous** if you wish to return to a previous page of the wizard.

   Press **F1** while the *Employee Wizard* is open for further information on each step.

4. Click **Finish** when you have completed all of he steps in the wizard.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

You can add an employee's photo to an employee record by accessing the employee record from the Employee List.

You can also change the number assigned automatically to the employee by Payroll Premier from the same location.

For information on terminating or reinstating an employee, see "Terminating an employee" on page 77 or "Reinstating an employee" on page 82.

Setting up the Leave Planner (optional)

The Leave Planner allows you to plan the leave for your employees.

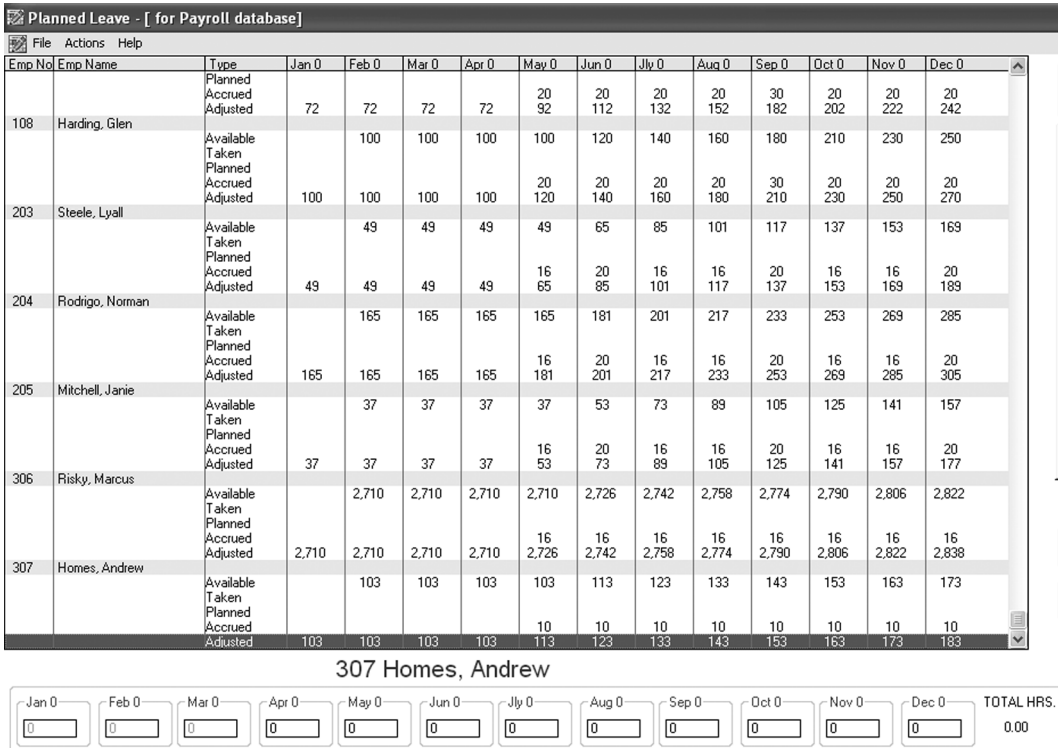
Before you start planning the leave for your employees in the Leave Planner, you will need to perform some configurations.

To configure the Leave Planner:

1. From Payroll Premier, choose *Activities menu > Leave Planner*

   Alternatively, choose from *Company Navigator > Leave Planner*

The *Planned Leave* window opens.


Planned Leave - [for Payroll database]
File Actions Help
307 Homes, Andrew
Jan 0 Feb 0 Mar 0 Apr 0 May 0 Jun 0 Jly 0 Aug 0 Sep 0 Oct 0 Nov 0 Dec 0 TOTAL HRS.
0.00

Emp No	Emp Name	Type	Jan 0	Feb 0	Mar 0	Apr 0	May 0	Jun 0	Jly 0	Aug 0	Sep 0	Oct 0	Nov 0	Dec 0
		Planned												
		Accrued					20	20	20	20	30	20	20	20
		Adjusted	72	72	72	72	92	112	132	152	182	202	222	242
108	Harding, Glen													
		Available		100	100	100	100	120	140	160	180	210	230	250
		Taken												
		Planned												
		Accrued					20	20	20	20	30	20	20	20
		Adjusted	100	100	100	100	120	140	160	180	210	230	250	270
203	Steele, Lyall													
		Available		49	49	49	49	65	85	101	117	137	153	169
		Taken												
		Planned												
		Accrued					16	20	16	16	20	16	16	20
		Adjusted	49	49	49	49	65	85	101	117	137	153	169	189
204	Rodrigo, Norman													
		Available		165	165	165	165	181	201	217	233	253	269	285
		Taken												
		Planned												
		Accrued					16	20	16	16	20	16	16	20
		Adjusted	165	165	165	165	181	201	217	233	253	269	285	305
205	Mitchell, Janie													
		Available		37	37	37	37	53	73	89	105	125	141	157
		Taken												
		Planned												
		Accrued					16	20	16	16	20	16	16	20
		Adjusted	37	37	37	37	53	73	89	105	125	141	157	177
306	Risky, Marcus													
		Available		2,710	2,710	2,710	2,710	2,726	2,742	2,758	2,774	2,790	2,806	2,822
		Taken												
		Planned												
		Accrued					16	16	16	16	16	16	16	16
		Adjusted	2,710	2,710	2,710	2,710	2,726	2,742	2,758	2,774	2,790	2,806	2,822	2,838
307	Homes, Andrew													
		Available		103	103	103	103	113	123	133	143	153	163	173
		Taken												
		Planned												
		Accrued					10	10	10	10	10	10	10	10
		Adjusted	103	103	103	103	113	123	133	143	153	163	173	183

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

2. Choose *Actions menu* > *Configuration*.

   The *Configuration for Leave Planner* window opens.

3. In the *Reporting Period* section, choose:

- Jan-Dec, if you want to plan in calendar year months
- Jul-Jun, if you want to plan in financial year months

4. In the *Calendar/Monthly* section, choose the planning mode to be either:
   - Calendar, if you want to know exactly when people take their leave. In this mode, the exact date range is entered against each month for the chosen employee.
   - Monthly Boxes, if you want to know how many total hours of leave an employee has, in any month. In this mode, total planned hours are entered against each month for the chosen employee.

A special note concerning switching between planning modes

If you have multiple entries in a calendar month then later on you switch to the Monthly mode, only one combined entry will be shown in that month.

For example, an employee plans to take leave on April 1st to April 7th, and April 18th to April 23rd, this is shown in the Calendar mode of two five-day breaks in April. But if switched to the Monthly mode, this becomes a single data entry of this employee planning 10 days in April.

5. In the *Employees Work Weekends* section, choose **Yes** or **No** to indicate whether the employees work on weekends.
6. In the *Display Mode* section, choose the default display mode for the *Planned Leave* window:

- Summary, if you want to show the total hours of leave taken, available and adjusted for the entire planning period.
- Detail, if you want to show the hours of available leave taken, available, accrued and adjusted for each month in the plannning period.

The display mode can be changed using the **Summary/Detail** radio button in the *Planned Leave* window.

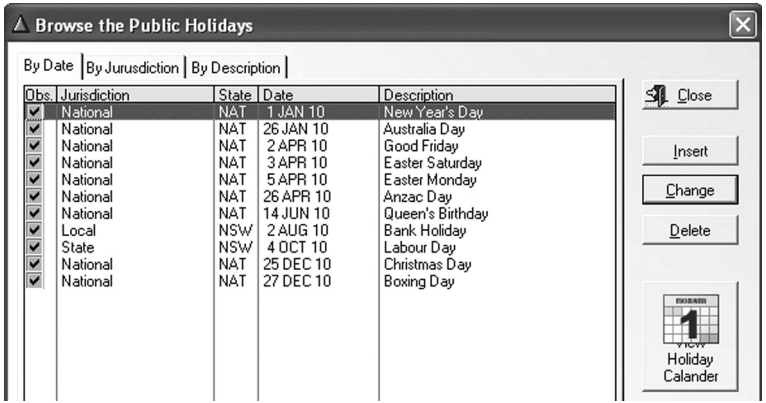
7. Click **OK**.

When planning the leave, public holidays and weekends will be deducted from an employee's leave application. Each year the public holidays fall on different days. So at the beginning of every year it's a good idea to update your public holidays within the Leave Planner.

To set up a new Public Holiday:

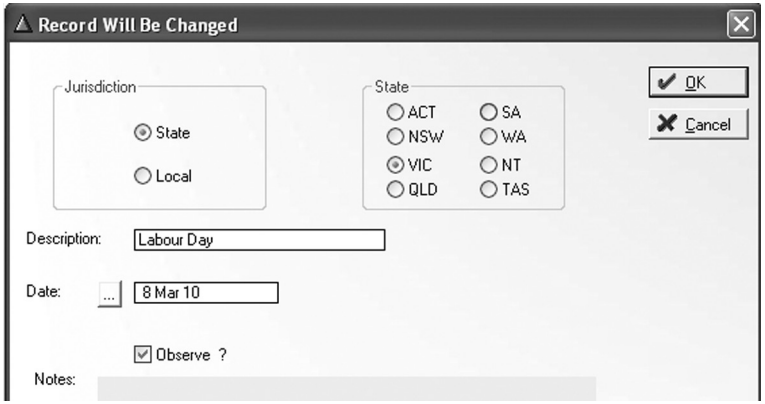
1. Choose *Actions* > *Public Holidays.*

The *Browse the Public Holidays* window opens.


Browse the Public Holidays
By Date
By Jurisdiction
By Description
Obs.
Jurisdiction
State
Date
Description
National NAT 1 JAN 10 New Year's Day
National NAT 26 JAN 10 Australia Day
National NAT 2 APR 10 Good Friday
National NAT 3 APR 10 Easter Saturday
National NAT 5 APR 10 Easter Monday
National NAT 26 APR 10 Anzac Day
National NAT 14 JUN 10 Queen's Birthday
Local NSW 2 AUG 10 Bank Holiday
State NSW 4 OCT 10 Labour Day
National NAT 25 DEC 10 Christmas Day
National NAT 27 DEC 10 Boxing Day
Close
Insert
Change
Delete
Holiday Calander

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

2. Click **Insert**



3. In the **Jurisdiction** section, select the attribute of the public holiday: State or Local.

   If select **State**, then choose which state that the public holiday applies to in the *State* section.

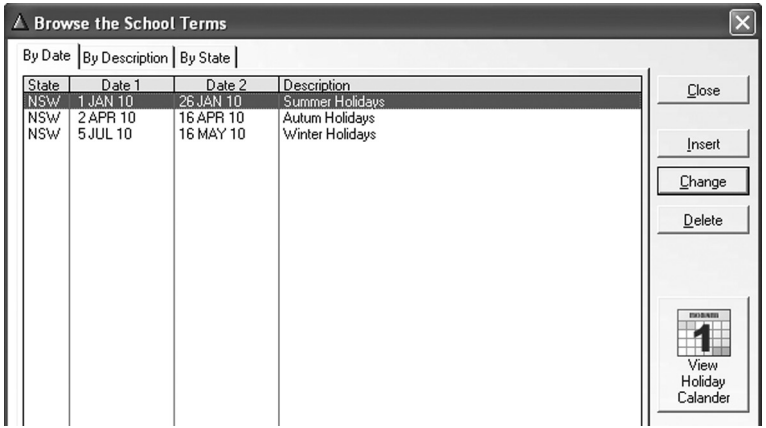
4. Enter the **Description** of the public holiday.
5. Enter the **Date** of the public holiday.
6. Tick to select the **Observe** checkbox if you want to activate the public holiday.
7. In the **Notes:** field, enter more information describing the public holiday, if neccessary.
8. Click **OK.**

The Leave Planner also allows you to record school holidays. However, school holidays will not be deducted from an employee's leave application. It simply shows that the leave application covers school holidays, allowing you to better process leave applications for employees with young families.

To set up a new School Holiday:

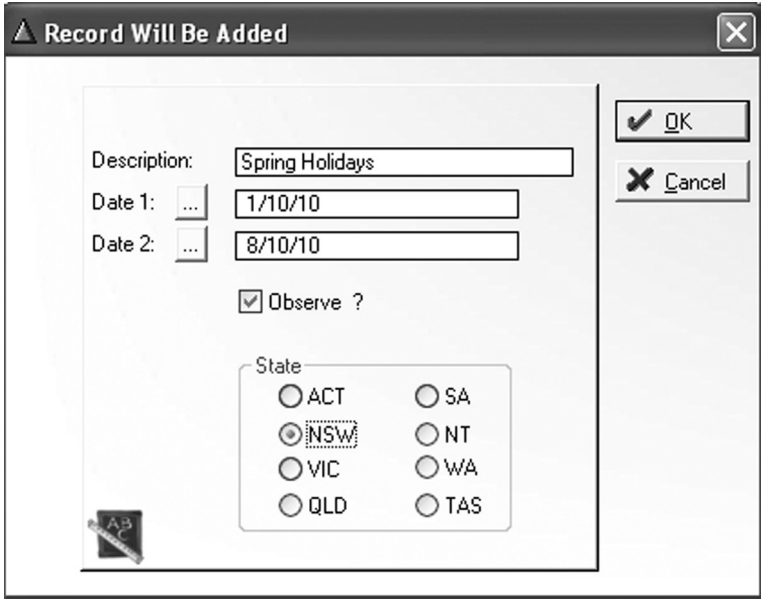
1. Choose *Actions > School Holidays.*

   The *Browse the School Terms* window opens.



2. Click **Insert.**

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.



3. Enter the **Description** of the school holiday.
4. Enter the date range of the school holiday.
5. Click to select the **Observe** checkbox to activate the dates on the calendar.

6. Select the **State** that the school holiday applies to.
7. Click **OK**.

See “Plan employee leave with the Leave Planner” on page 105 for more details on how to use the Leave Planner.

?

To learn about...	Type in the Help Index...
Configuring leave planner	leave planner - configuration
Setting up Public Holidays	leave planner - public holidays
Setting up School Holidays	leave planner - school holidays
Customising colour legends for employees	leave planner - view colours

Setting up superannuation

Calculating, tracking and paying superannuation can be complicated, particularly now that employees have a choice of super fund. Fortunately, Payroll Premier does most of the work for you in this department providing you’ve

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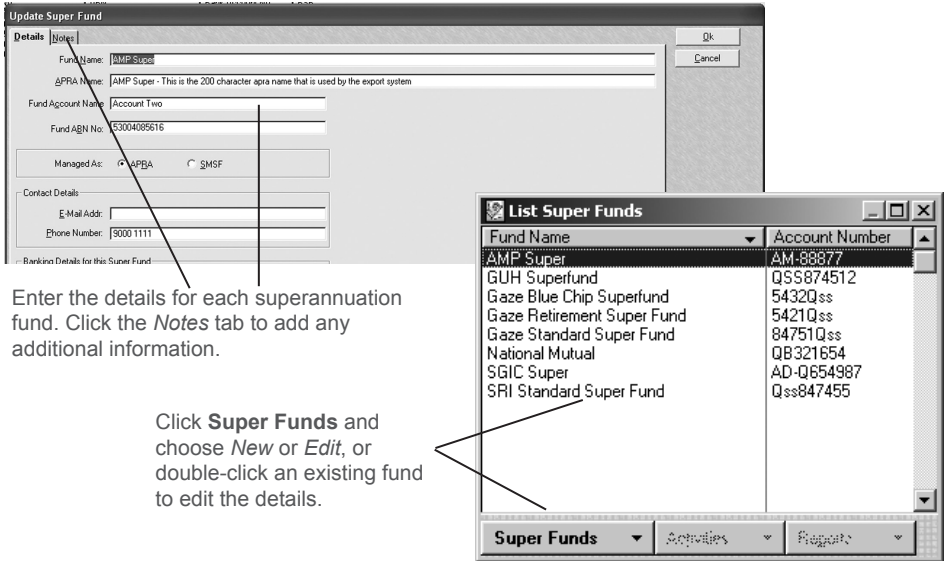
set up your company and employee superannuation details.

Superannuation fund details

You can have Payroll Premier track multiple superannuation funds, as well as multiple employee contributions. You can create as many superannuation funds as you require. You can set up superannuation funds through the *Company Wizard* or you can edit/add super funds through the *Super Funds List*.



Enter the details for each superannuation fund. Click the *Notes* tab to add any additional information.

Click **Super Funds** and choose *New* or *Edit*, or double-click an existing fund to edit the details.

Superannuation preferences

You set up your default superannuation calculation details through the *Configuration Wizard* when creating a new company. You can then edit these defaults from the *Preferences* window.

1. Choose *File menu* > *Preferences*.

   Payroll Premier displays the *Preferences* window.

2. Click the **Super** icon.

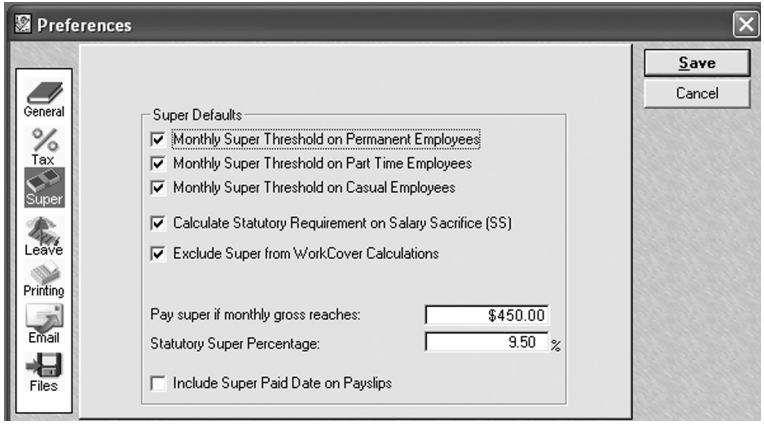
3. Select which employee types the superannuation threshold applies to.

   The superannuation threshold is the minimum amount that employees must earn before you have to pay employer superannuation for them.

4. Enter the **Statutory Super** percentage.

   This is the minimum superannuation contribution you must make on behalf of each employee.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.



Superannuation calculations

Once you have set up your superannuation fund details, you need to set up your employee details so that Payroll Premier can calculate the employee's superannuation for each pay period.

As the rules and regulations regarding superannuation contributions can be complex, be sure you understand them fully. Contact the ATO and obtain the *Superannuation Guarantee – A Guide for employers* booklet for further details. See "Technical support options and Reckon services" on page 226 for contact details.

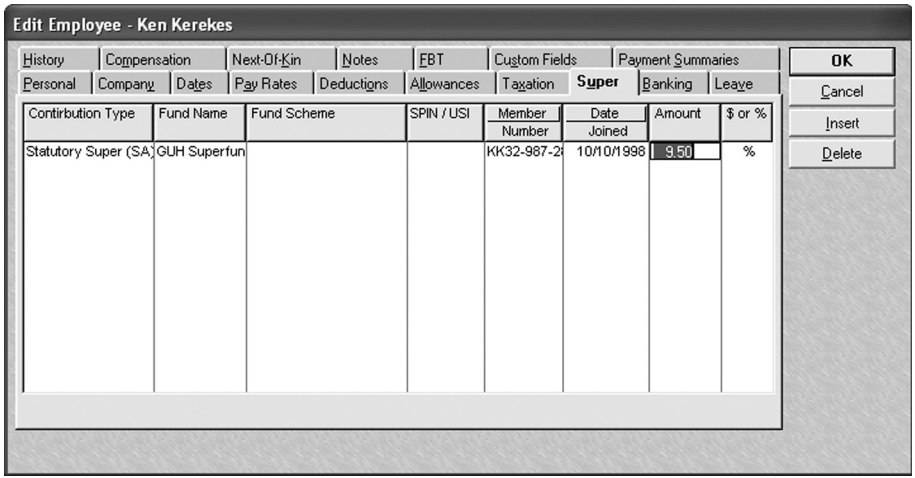
There are two stages to setting up superannuation calculations:

- Setting up the superannuation fund and rate details

- Setting up what superannuation is calculated on

Setting up the superannuation fund and rate details

You need to set up the superannuation fund details and the amount of superannuation that Payroll Premier needs to deduct from each pay period. This is done on the *Super* tab of an employee's employee record.



You begin by selecting a type, which is generally Statutory Super (SA).

Now you need to set up the superannuation rate, which can be as a:

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Flat dollar amount per pay cheque

  Use this when basing superannuation on a standard employee earnings base.
- Percentage of wages.
- Amount based on Ordinary Time Earnings

See “A note about Ordinary Time Earnings” on page 75 for more details. In this case you would calculate superannuation based on a percentage of OTE.

If the employee is linked to an Industrial Agreement on the *Company* tab, the superannuation stipulated in that agreement becomes Statutory Super and won’t be subject to Reportable Employer Superannuation Contributions (RESC).

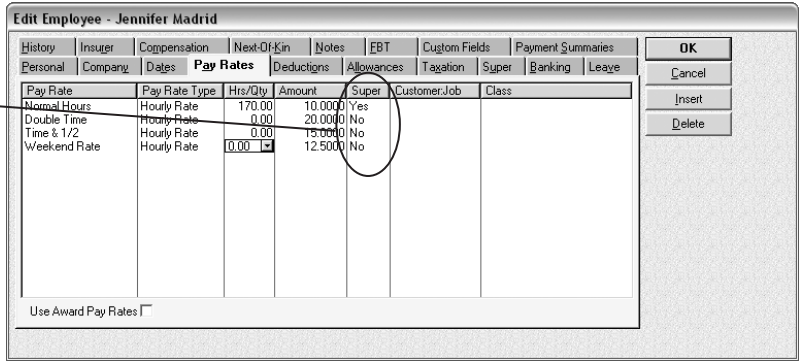
Superannuation contributions that may flow through to the RESC are:

- Employer Additional
- Salary Sacrifice
- Statutory requirement where an employee is paid less than $450 a calendar month

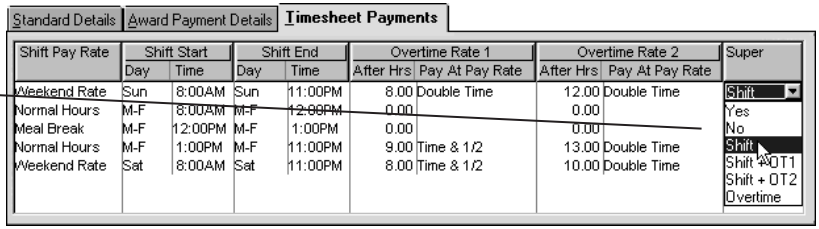
Setting up what superannuation is calculated on

We now need to specify what Payroll Premier will apply the rate to. This is mostly done through the *Pay Rates* tab on the employee record. If using the timesheet method you will need to set these details up through an award.

In this example, Superannuation is only applied to Normal hours and not to overtime or weekend rates.



For employees paid using the timesheet method, you indicate how superannuation is applied to the shift through the *Timesheet Payments* tab.



You will need to set up how superannuation applies to shift work and overtime from the *Timesheet Payments* tab. For example, you might set up your award so that it calculates superannuation on regular shift times, but not on overtime or weekend work.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

When setting up allowances, sundry items, commissions or bonuses, you will have to indicate if superannuation applies to the item.

A note about Ordinary Time Earnings

Under the Superannuation Guarantee Contribution rules, an employer's superannuation liability is based on the employee's *notional earnings base*. Where there is no acceptable earnings base, Ordinary Time Earnings (OTE) is used as a default earnings base. Ordinary Time Earnings (OTE) is defined at the earnings an employee receives on a regular basis.

OTE includes payments such as wages for ordinary hours of work, remuneration while on annual, long service or personal leave, allowances and some bonuses.

OTE excludes payments such as overtime payments, Christmas bonuses, payments in lieu of notice, some redundancy payments, lump sums paid for accrued leave on termination of employment and payments when on maternity or paternity leave.

The above is only a partial listing of exclusions and inclusions. For the complete listing and explanation, obtain a copy of ATO Ruling SGR 94/4 – Superannuation Guarantee Ruling – Ordinary Time Earnings. You can obtain this online from the ATO Legal Database at http://law.ato.gov.au/atolaw/index.htm.

Reporting new employees to your superannuation fund

We're now going to generate a report that highlights new employees and allows the payroll administrator to enter the contact details in case the fund manager has any questions.

In the *Super by Fund Name* report, Payroll Premier automatically places any superannuation contributions for new employees into the *New Employee* column. This means that the superannuation fund knows there is a new employee and can ensure the required information is sent to them.

1. Choose *Reports menu* > *Super* > *By Fund Name* > *Current Pay*.

   Payroll Premier opens the Report Writer to display the report.

   Yes displays in the *New Employee* column for any new employees. If any contributions have been made, the contribution amount will display in the *Exception Amount* column.

   Employees are moved from the *New Employee* column when you export the superannuation file. Therefore, to remove the employees from the *New Employee* column, you must export the superannuation file—even if you are not using the electronic lodgment feature.

2. Click the **Super Fund** drop-down list and select a superannuation fund's name.

   The Report Writer displays a report for the individual superannuation fund you just selected.

3. Make any adjustments necessary using the drop-down options at the top of the report.

4. Click **Print** to display the *Select Records* window.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

5. Choose the page and number of copies to print, then click **Print**.

Reporting contributions to your superannuation funds

Payroll Premier provides you with two ways to report superannuation contributions:

- The Superannuation Report

  This lists contributions by employee or by fund and shows the amounts payable and what accounts they should be paid to.

Terminating an employee

When an employee leaves, the *Termination Wizard* makes it easy to calculate the termination pay. It will automatically calculate any leave owing and the tax due on any Employment Termination Payments (ETP).

Press **F1** at any time during the *Termination Wizard* for in-product Help on that window.

To use the Termination Wizard:

1. Open the *Terminate Wizard* and select the employee you wish to terminate in any one of the following three ways:
   - From the *Process Pays Navigator*, click **Terminate an Employee**. Payroll Premier displays the *Terminate Wizard*. Select the name of the employee you wish to terminate from the *Name* drop-down list.

- Choose *Wizard menu* > *Terminate Employee*. Payroll Premier displays the *Terminate Wizard*. Select the name of the employee you want to delete from the *Name* drop-down list.
- Choose *Lists menu* > *Employees*. Click the employee you wish to terminate in the *Employees* list. Click **Activities** and choose **Terminate Employee**. Payroll Premier displays the *Terminate Wizard* with the employee name already selected. If you have a lot of employees, this is probably the quickest way to find the employee name.

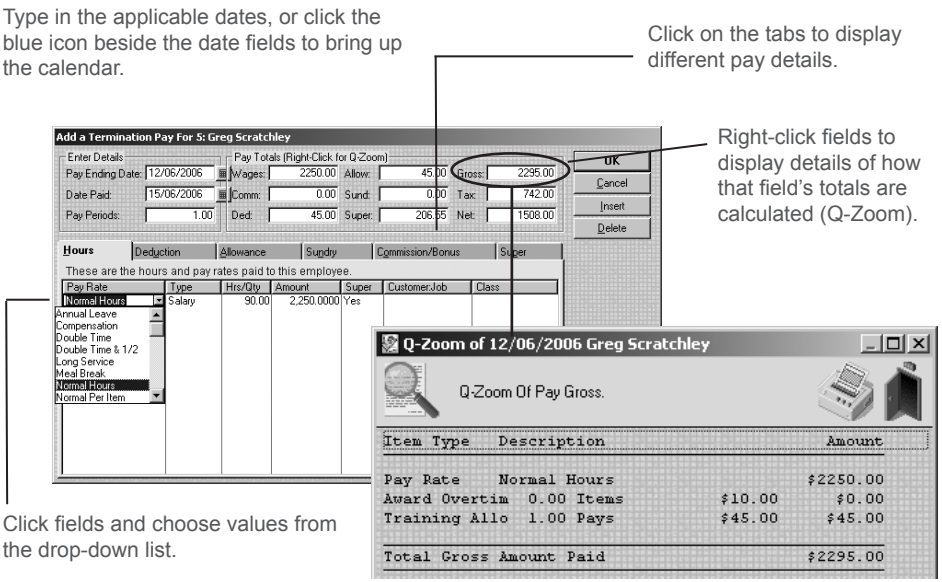
2. Follow the onscreen instructions.
   - Click **Next** when you finish entering information on a page of the wizard.
   - Click **Previous** if you wish to return to a previous page on the wizard.
   - Press **F1** while the *Terminate Wizard* is open for further information on each step.

To add a termination pay:

If you need to add a termination pay for this employee, choose **Yes** when asked if the employee needs to be paid for unpaid work.

Payroll Premier displays the *Add a Termination Pay* window.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.



Once you have completed the termination pay, click **OK** to continue with the wizard.

To add Employment Termination Payments:

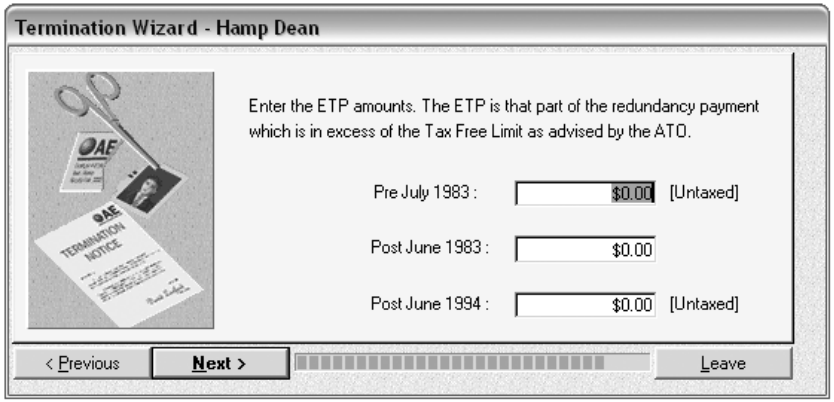
Employment Termination Payments (ETPs) paid by employers are lump sum payments made upon termination of

employment. They include payments made upon resignation, death, redundancy payments in excess of the tax free limits and invalidity payments.

On completion of the *Termination Wizard*, Payroll Premier will automatically print an ETP payment summary for the terminated employee.

1. If this pay includes any Employment Termination Payments (ETPs), choose **Yes** when prompted for ETP, and click **Next**.

   Payroll Premier displays the *Employment Termination Payments* window. Use this window to enter the taxable amounts in the appropriate time period fields.


Termination Wizard - Hamp Dean
Enter the ETP amounts. The ETP is that part of the redundancy payment which is in excess of the Tax Free Limit as advised by the ATO.
Pre July 1983 :
$0.00
[Untaxed]
Post June 1983 :
$0.00
Post June 1994 :
$0.00
[Untaxed]
< Previous
Next >
Leave

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

2. Click **Next** to complete the *Termination Wizard*.

To complete the Termination Wizard:

1. Check that the termination date and all payment amounts are correct. You can change the date in this window, but if you need to change any payment details you need to click **Previous** to go back to the relevant windows within the wizard.
2. Click **Finish** and then click **Yes** to confirm that you really do want to terminate the employee.

   Payroll Premier automatically prints the ETP payment summary for the terminated employee, if one is required.

It is important that you select the correct Reason for Termination. This selection will affect how the *Lump sum A payments Type* will be displayed on INB Payment Summary.

If you need to re-print the ETP payment summary for a terminated employee at a later date, choose *Reports menu* > *Payment Summaries* > *Print ETP Payment Summaries*. Select a terminated employee and click **Print**.

If an employee receives Parental Leave payment and then being terminated (for various reasons such as resignation and redundancy) in the Paid Parental Leave period, the Termination wizard will alert the Payroll Officer and display information including the starting date of the payment and the number of payments made so you can decide whether to proceed with the termination.

For more information about processing Paid Parental Leave, refer to page 122.

Reinstating an employee

There are two reasons why you may wish to reinstate an employee:

- You have accidentally terminated the wrong employee
- An employee who previously left the company is returning

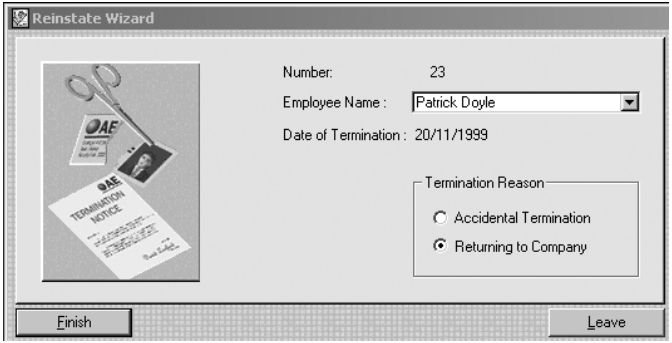
In both these situations you need to use the *Reinstate Wizard* to reinstate the employee in Payroll Premier.

To reinstate an employee:

1. Choose *Wizard menu* > *Reinstate Employee*.

   Payroll Premier displays the *Reinstate Wizard*.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.



2. Choose the name of the employee you wish to reinstate from the *Employee Name* drop-down list.

   The drop-down list contains all employees, not just those employees who have been terminated.

3. Select the appropriate option to indicate the reason for reinstatement.

   - **Accidental Termination:** select this option if you terminated the wrong employee by mistake. The employee's termination date will be reset and all their employee details (including leave calculations) will be restored. Employees reinstated using this method retain their employee number.
   - **Returning to Company:** select this option if you are reinstating an employee who has previously left the company. The employee's personal details such as name and address will be restored but previous information such as leave accrued and their termination date will be kept in the termination section. Payroll Premier will generate multiple payment summaries for the employee at the end of the financial year if

appropriate. Employees reinstated using this method will be assigned a new employee number.

4. Click **Finish**.
5. Click **Yes** to confirm that you want to reinstate the employee.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

PREPARING AND PROCESSING YOUR PAYROLL

4

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Emailing pay slips and payment summaries 132

Making your payroll payments 141

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Printing and lodging your original payment summaries 152

There's a lot involved in getting your employees paid. Payroll Premier helps you get through it all by supporting the basic payroll process. It starts with preparing your payroll and finishes with making payments and, at the end of the financial year, preparing payment summaries.

The payroll process

There are three major stages to completing a monthly pay run in Payroll Premier:

1. Preparing your payroll

   This involves selecting the employees you wish to include in a pay run, checking their details and modifying pay information as is necessary.

2. Processing your payroll

   This involves activating the pay run in Payroll Premier. You can select what types of employees you wish to pay and change pay dates if required.

3. Making payments

   Once you've processed your pay run, Payroll Premier knows the amounts of money that need to be distributed to employees and superannuation funds. You can now make payments either electronically, manually or through other accountancy programs.

At the end of the financial year you also need to create payment summaries for each employee.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Preparing your payroll

Fast forward to...	Refer to page...
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Selecting employees to include in a pay run	91
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Preparing your payroll includes choosing the employees you wish to pay and modifying individual pays as necessary.

Typical modifications include entering the hours worked for an employee using the timesheet or spreadsheet method, changing an employee's standard pay details, entering leave details, paying bonuses and commissions, or making sundry adjustments.

You must enter additional information through the *Prepare Pays* window in any of the following situations:

- Using the timesheet or spreadsheet method to enter your employees' hours.
- Recording hours worked that differ from an employee's standard hours.

- Making adjustments to allowances, deductions, or superannuation that apply to this pay only.
- Recording an employee taking annual, personal, or any other type of leave.
- Paying a commission or bonus.
- Entering a sundry item or adjustment to the employee's pay.

If all your employees receive the same wage in a pay period, with no variations in hours, deductions, allowances, or in other details, you can proceed to the next step without making any modifications and process the pays. See "Processing the pays" on page 127 for further details on processing pays.

Using the Pays Summary window

The *Pays Summary* window displays all of your pays before they are processed. It is the starting point for entering and editing current pay details and selecting employees to pay.

Apart from displaying all your employees' pays, the window allows you to see each employee's pay details before you actually process the pays.

You can open the *Pays Summary* window by choosing *Activities menu* > *Prepare Pays* or by clicking **Pay Run** on the toolbar.

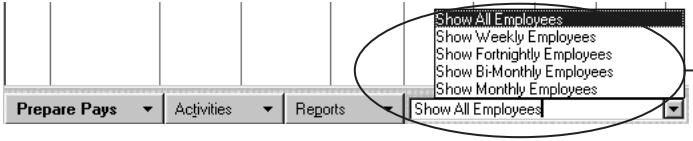
While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Pays Summary For All Employees
No Surname Given Dept. Period Super Ded. All. Gross Tax Net Pay
2 Hamp Dean Documentatio Monthly $360.00 $40.00 $0.00 $4500.00 $1148.00 $3312.00 Yes
3 Walker Carol Quality Assur Monthly $240.00 $60.00 $0.00 $3000.00 $420.00 $2520.00 Yes
4 Hardman Ian Development Bi-Monthly $335.50 $40.00 $50.00 $3050.00 $962.00 $2048.00 Yes
5 Scratchley Greg Development Bi-Monthly $183.60 $45.00 $45.00 $2295.00 $770.00 $1480.00
6 Kerekes Ken Warehouse Monthly $292.00 $95.00 $150.00 $3650.00 $1404.00 $2151.00 Yes
7 Jensen Brett Administration Monthly $728.00 $5.00 $350.00 $5350.00 $1560.00 $3785.00 Yes
8 Carrier Aaron Quality Assur Fortnightly $142.46 $45.00 $50.00 $1780.75 $311.00 $1424.75 Yes
17 Houle Benoit Development Bi-Monthly $244.00 $47.50 $50.00 $3050.00 $917.00 $2085.50 Yes
39 Turner Britta Tech Support Monthly $364.00 $195.00 $50.00 $4550.00 $1174.00 $3181.00
54 Veres John Administration Monthly $233.33 $5.00 $0.00 $2916.65 $531.00 $2380.65 Yes
84 Mowser Dave Administration Weekly $70.00 $5.00 $0.00 $525.00 $74.00 $446.00 Yes
85 Lucinda Cate Tech Support Fortnightly $140.46 $5.00 $25.00 $1755.75 $374.00 $1376.75 Yes
Prepare Pays
Activities
Reports
Show All Employees

Following are a few points on how to make sense of the information in this window:

- A *Yes* in the *Pay* column indicates that the employee is to be paid on this pay run.
- A grey highlight over an employee indicates the employee is excluded from the pay run. This includes employees on leave and those whose pay has been disabled.
- An “S” (Suspend) followed by a number in the *Pay* column indicates the number of pays that the employee will be excluded from.
- Red highlighting indicates that a pay amount is negative —probably because you still need to enter the hours worked or pay amount.

The window defaults to displaying all employees. However, you can customise the view to enable you to view just the employees working under a specific pay period.



Select the pay period from the drop-down list at the bottom of the window.

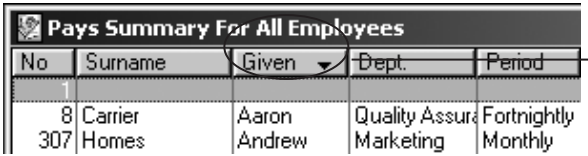
For example, you may process payroll for weekly employees each Friday and process payroll for monthly employees on the last business day of the month.

In this case, when preparing the weekly employees' payroll, you can display only the list of weekly employees by selecting **Show Weekly Employees**.

Other tasks you can do from this window include sorting the list and finding an employee on the list.

Sorting the list

When viewing the *Pays Summary* window you should notice a small arrow in one of the headings. This arrow identifies the column the employees are being sorted by and what order they are being sorted by.



Simply click any column heading to sort by that heading. Click again to reverse the sort order.

In the example above, the *Given* column has a black arrow in it, indicating that the list is sorted by employee given

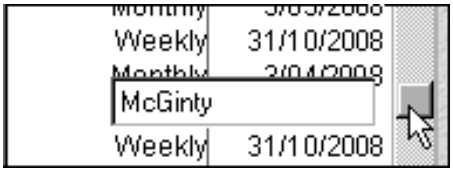
While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

name. When the arrow points down, the list is in descending order (A to Z). When the arrow points up, the list is in ascending order (Z to A).

To change the sorting of the column, you can click in the heading of the column you want to sort by. Payroll Premier sorts by default in ascending order. You can sort in descending order by clicking the column heading again.

Finding an employee

You can find an employee by clicking on the column heading to sort by that column and then scrolling down. If you have a lot of employees, you may want a quicker method to locate the employee on the list. Payroll Premier provides an additional way to quickly find an employee—using the Scroll bar. If you click and hold the mouse button down while dragging the scroll bar, a small scroll window will appear displaying the position on the column selected for sorting.



As you scroll down on the list, the position on the column selected for sorting appears. This is a quick way to find a particular employee.

Selecting employees to include in a pay run

Payroll Premier enables you to select the employees you want to pay at two levels:

- On the *Pays Summary* window – The *Pays Summary* window allows you to select which employees will be paid

and which employees will be excluded, on an employee by employee basis. The default setting is to include all employees in the current pay run.

- On the *Process Pays* window – After your payroll has been prepared, the *Process Pays* window allows you to select which employees will be paid on a group basis—any combination of weekly, fortnightly, bi-monthly, or monthly. You also have the option to pay only a single department, or a single employee.

  For example, let's say you want to pay bi-monthly and monthly employees in this pay period. When processing the pay, you can select these periods. You do not have to use the *Pays Summary* window to exclude any of the groups not being paid.

You can also add or exclude an employee from a pay run.

Excluding an employee from a pay run

Payroll Premier excludes employees from a pay run when you disable the pay for the current payroll run or have already made a payment in a previous pay run that covered more than one pay period.

Disabling a pay

Disable a pay if an employee does not need to be paid this week and they are not on leave. A pay for that employee will not be processed for the current pay period.

To exclude an employee from the current pay run, select the employee, click the **Activities** menu button and choose *Disable Pay*. The *Yes* in the *Pay* column will disappear and the line will appear with a grey line through it.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

The pay will be excluded until you enable the pay again.

Red highlighting indicates that the pay amount is negative. Pay can often be negative because you haven't entered the hours worked or pay amount yet. Before you can process the pays, you will have to record the hours, or else disable the highlighted pays.

Excluding an employee from a set number of pay runs

You can also exclude an employee from a set number of subsequent pay runs by indicating the number of pay periods that the current pay covers.

For example, let's say an employee you normally pay each week is going on annual leave for four weeks. You will want to pay the entire four weeks vacation pay in advance and automatically exclude the employee from the next three pay runs.

To exclude an employee from a set number of subsequent pay runs, in the *Pay Periods* field when editing the pay, enter the number of pay periods that the pay covers (including the current pay). Payroll Premier will then automatically exclude the employee from the specified number of subsequent pay runs.

In subsequent periods, the *Pay* column will display the letter "S" (for suspended) followed by the number of pay periods the employee will be suspended from, and the line will appear with a grey line through it. See "Previewing and adjusting an employee's pay", for details.

Adding an employee back into a pay run

To add an employee back into the pay run, select the employee, click the **Activities** menu button and choose *Enable Pay*. Payroll Premier will remove the grey line and change the *Pay* column to *Yes*.

Previewing and adjusting an employee's pay

There are three steps to previewing and adjusting an employee's pay:

1. Preview the employee's pay
2. Prepare a pay report
3. Adjust individual pays as necessary

Previewing an employees pay

You can preview an employee's pay from the *Pays Summary* window, available by choosing *Activities menu* > *Prepare Pays*. The *Pays Summary* window displays most of the pay totals for the current pay run. However, it does not display the details, sundry payments, or number of pay periods covered by the current pay.

To view an employee's details, click the **Prepare Pays** button and choose **Edit**. Alternatively, double-click the employee name from the list. Payroll Premier will then display the *Pay Details* window.

To close the *Pay Details* window without making any changes, click **Cancel** or press the **Esc** key.

Press **F1** for further information about this window.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Prepare Pays Reports

You can get a comprehensive preview of what the program calculates for each employee's pay from the prepare pay reports available from the **Reports** menu button on the *Pay Summary For All Employees* window. Use these reports to identify any area in a pay that you may wish to adjust.

Click the **Reports** menu button on the *Pay Summary For All Employees* window and choose a prepare pays report according to:

- Number
- Name
- Department
- Super
- Gross
- Tax
- Net
- Pay

Adjust individual pays as necessary

Once you've identified pays for employees you may need to make changes to an individual pay for this pay period

only. You will certainly need to edit an employee's pay if you are to:

- Record hours worked for employees paid using the timesheet or spreadsheet method
- Make changes to the employee's standard pay details
- Enter leave details
- Pay bonuses and commissions
- Make sundry adjustments.

If you identify changes that should apply to any pay period, you should make the changes to the relevant detail in the employee record. Remember that as part of the preparation process for processing a pay, changes you make will only apply to the current pay period.

To edit an employee's pay, select the employee, right click and choose *Edit Pay*. Payroll Premier will display a data entry window appropriate to the method you use to pay the employee (selected in the Employee record):

- Normal pay method
- Timesheet method
- Spreadsheet method

The Normal Pay window

Payroll Premier displays the *Normal Pay* window if you pay the selected employee under the normal pay method.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

This window allows you to enter pay rates, deductions, allowances, sundries, commission and superannuation details for the current pay. This is the most common method of entering pay details.

The in-product Help provides detailed information for working in this window. Enter *Normal Pay Window* in the in-product Help Index for help on this window.

The Timesheet Entry window

Payroll Premier displays the *Timesheet Entry* window if you pay the selected employee under the timesheet method. This allows you to enter the shifts worked during the pay period. The *Timesheet Entry* window is similar to the *Normal Pay* window except that it has *Timesheet* and separate *Leave* tabs instead of an *Hours* tab.

The in-product Help provides detailed information for working in this window. Enter *Timesheet entry* in the in-product Help Index for help on this window.

The Spreadsheet Entry window

Payroll Premier displays the *Spreadsheet Entry* window if you pay the selected employee under the spreadsheet method. Use this window to enter hours for the pay period in a spreadsheet style.

To enter additional details click the **Details** drop-down list arrow.

The in-product Help provides detailed information for working in this window. Enter *Spreadsheet entry* in the in-product Help Index for help on this window.

Examples of common payroll situations

Let's take a quick look at the difference between the normal, timesheet and spreadsheet methods.

The difference is essentially about how you enter employee hours. Entering allowances, deductions, compensation, sundry items, commission/bonuses and superannuation is the same across all methods. Entering leave taken is virtually the same, except that leave taken is entered on a separate *Leave* tab under the timesheet method, rather than on the *Hours* tab.

Fast forward to...	Refer to page...
Preparing a pay with allowances and deductions	99
Preparing a pay with Workers Compensation payments	104
Planning employee leave	105
Preparing a pay with leave	111
Preparing a pay with commissions or bonus payments	113
Preparing a pay with RDOs	115
Preparing a pay with time in lieu	119

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Fast forward to...	Refer to page...
Preparing a pay with Paid Parental Leave	122

Preparing a pay with allowances and deductions

In most cases, allowances and deductions are set up in the employee record and don't change from pay period to pay period. However, sometimes you may need to adjust or add an allowance or deduction for just one pay. In these cases, the best way is to adjust the allowances or deductions whilst preparing the pay.

1. Choose *Activities menu* > *Prepare Pays* to display the *Pays Summary* window.
2. Double click an employee on the list.

   The *Employee Pay Method* check box shows how the employee is paid. Edit pay details in the *Pay* window. Refer to the in-product Help for further information on entering hours and making modifications.

   If paying the employee using the spreadsheet method, Payroll Premier will display the *Spreadsheet Entry* window. Click the drop-down list arrow in the *Details* column to display the *Pay Details* window.
3. If the pay covers more than one pay period, enter the number of pay periods in the **PayPeriods** box.

   For example, enter *4* if you are paying an employee four weeks annual leave in advance.
4. Click the *Deduction* tab and enter or edit any deductions to be taken from the employee's pay for this pay run.

Do not use deductions to record salary sacrifice—this is done through the superannuation section.

For the column	You need to
Deduction	Select the deduction to be taken from the employee's pay. If a deduction name you need is not on the list, type in the name and then press **Tab**. Click **Setup** on the *Quick-Add* window to add the deductions to the *Deductions List*. When you select an existing deduction, Payroll Premier will automatically enter the defaults for the deduction.
ID	Enter the ID for this employee's deduction. By entering an ID, it becomes easier to identify the deduction for a particular employee on a report.
Reducing	Indicate whether this is a reducing balance. Select **Yes** if it is or **No** if it is not.
Balance	Enter the balance if this is a reducing balance.
Amount	Enter the amount of this deduction.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

For the column	You need to
Ex Tax	If the deduction is tax-deductible for the employee -- to be deducted from gross wages before tax is calculated, select **Yes** in the *Ex Tax* column. If it is not tax-deductible, to be removed from the net after tax is calculated, select **No**. Most deductions are not tax-deductible.
Deduction Type	Choose the type of deduction type: regular, professional organisation or work place giving. This setting overrides any settings from the Deduction List.

5. To add a new line, click **Insert** or tab to a new line. Enter details as per the above. To delete a line, select the line and then click **Delete**. Click **OK** to confirm that you actually want to delete the line.
6. Click the *Allowance* tab and then enter or edit any allowances that are to be paid to the employee this pay run.

For the column	You need to
Allowance	Select allowance to be added to the employee's pay. If the allowance name you need is not on the list, type in the name and then press the **Tab** key. Click **Setup** on the *Quick-Add* window to add the allowance to the *Allowances List*. When you select an existing allowance, Payroll Premier will automatically enter the defaults for the allowance.
% or Units	If the allowance is a percentage of a pay rate, enter the percentage amount if the allowance is per pay period, enter the number of pay periods that are being paid. If the allowance is for an item, such as kilometres, enter the number of kilometres.
Based On	Select what the allowance is a percentage of from the drop-down list. For example, if you select **Wages**, the allowance dollar value will be a percentage of the total wages for that pay.
Amount	Enter the amount of the allowance. If the allowance is per pay period, just enter the amount for one pay period—Payroll Premier will calculate the total allowance amount to pay.
Super	Select **Yes** if you want the allowance to be included in superannuation calculations. Select **No** to exclude the allowance from superannuation calculations.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

For the column	You need to
Ex Tax	If the allowance is non-taxable—to be added to the net after tax is calculated, select **Yes** in the *Ex-Tax* column. If it is taxable—to be added to the gross before tax has been calculated, select **No**.
Customer Job	The allowance can be assigned to a Customer:Job.
Class	The allowance rate can be assigned to a specific class. Enter the class, or select the class from the drop-down list.

7. To add a new line, click **Insert** or tab to a new line. Enter details as per the above. To delete a line, select the line and then click **Delete**. Click **OK** to confirm that you actually want to delete the line.

   If you adjust the tax manually, Payroll Premier will place a tick in the *Manual Tax* check box at the bottom of the window. To revert to the calculated amount, remove the tick from the *Manual Tax* check box.

8. Enter or modify other pay details if required and then click **OK**.

Once you finish modifying pays as required, you are ready to process the pays. Choose *Activities* > *Process Pays* to open the *Process Pays* window.

To learn about...	Type in the Help Index...
Processing a pay with allowances and deductions using normal pay method	Process a pay with allowances and deductions – Normal Pay method
Processing a pay with allowances and deductions using the spreadsheet method	Process a pay with allowances and deductions – Spreadsheet method
Processing a pay with allowances and deductions using the timesheet method	Process a pay with allowances and deductions – Timesheet Pay method

Preparing a pay with Workers Compensation payments

Rather than enter Workers Compensation or WorkCover (SA and QLD) through the *Lists* menu, you can enter a claim and then process the pay. By using the Compensation rate you can have Payroll Premier automatically record the details in the *Workers Compensation* window.

You can also enter compensation payments through the employee record or through the *Workers Compensation List*.

1. Choose *Activities menu* > *Prepare Pays* to display the *Pays Summary* window.
2. Double-click an employee.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

The *Pay Details* window displays pay details for the employee.

The *Spreadsheet Entry* window is displayed if the employee is paid using the Spreadsheet method. Click the drop-down list arrow in the *Details* column to display the *Pay Details* window.

3. Access the *Hours* tab and click **Insert** to insert a compensation payment line.
4. Click the drop-down list arrow in the *Pay Rate* column and then select *Compensation*.
5. Click the drop-down list arrow in the *Type* column and then select *Items*.
6. Enter the amount of the payment in the *Amount* column.
7. Click the drop-down list arrow in the *Super* column and then select **No**.
8. Enter or modify other pay details if required and then click **OK**.

Once you have finished modifying pays as required you are ready to process the pays. Choose *Activities* > *Process Pays* to open the *Process Pays* window.

To enter a description of the injury, you will need to enter the details through the employee record. You can do this before or after processing the pay. To enter the description enter the details on the *Compensation* tab of the employee record.

Planning employee leave with the Leave Planner (optional)

The Leave Planner can be used to plan the leave for your employees. With its intuitive and graphical interface, you

are able to control leave conflicts between employees and to best manage the leave liability that your company owes.

As employees who have accumulated a certain amount of leave during the year continue to accumulate leave as they work, the company will have a financial liability at some point in time, e.g., the end of the financial year. To keep the company liability figure under a target value, you can plan employees to take leave at some future dates so that the leave liability can be reduced.

The Leave Planner works in one of two modes, a fast non-graphical Monthly mode or a graphical Calendar mode, depending on the configurations that you have set up. (See “Setting up the Leave Planner“ on page 59 for more details).

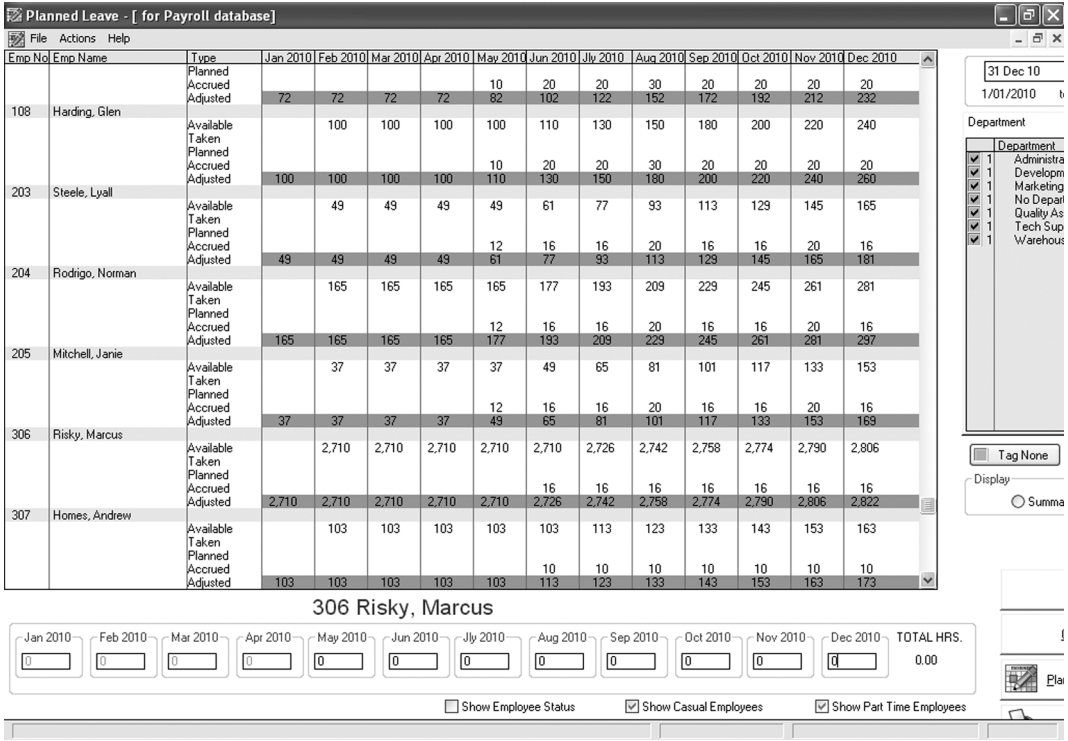
Leave Planner does not transfer or modify data in your Payroll Premier company file. It is a planning tool only.

To open the Leave Planner:

1. From Payroll Premier, choose *Activities menu > Leave Planner.*

   Alternatively, choose from *Company Navigator > Leave Planner.*

   The *Planned Leave* window opens.


Planned Leave - [for Payroll database]
File Actions Help
Emp No | Emp Name | Type | Jan 2010 | Feb 2010 | Mar 2010 | Apr 2010 | May 2010 | Jun 2010 | Jly 2010 | Aug 2010 | Sep 2010 | Oct 2010 | Nov 2010 | Dec 2010
Planned
Accrued 10 20 20 30 20 20 20 20
Adjusted 72 72 72 72 82 102 122 152 172 192 212 232
108 Harding, Glen
Available 100 100 100 100 110 130 150 180 200 220 240
Taken
Planned
Accrued 10 20 20 30 20 20 20 20
Adjusted 100 100 100 100 110 130 150 180 200 220 240 260
203 Steele, Lyall
Available 49 49 49 49 61 77 93 113 129 145 165
Taken
Planned
Accrued 12 16 16 20 16 16 20 16
Adjusted 49 49 49 49 61 77 93 113 129 145 165 181
204 Rodrigo, Norman
Available 165 165 165 165 177 193 209 229 245 261 281
Taken
Planned
Accrued 12 16 16 20 16 16 20 16
Adjusted 165 165 165 165 177 193 209 229 245 261 281 297
205 Mitchell, Janie
Available 37 37 37 37 49 65 81 101 117 133 153
Taken
Planned
Accrued 12 16 16 20 16 16 20 16
Adjusted 37 37 37 37 49 65 81 101 117 133 153 169
306 Risky, Marcus
Available 2,710 2,710 2,710 2,710 2,710 2,726 2,742 2,758 2,774 2,790 2,806
Taken
Planned
Accrued 16 16 16 16 16 16 16 16
Adjusted 2,710 2,710 2,710 2,710 2,710 2,726 2,742 2,758 2,774 2,790 2,806 2,822
307 Homes, Andrew
Available 103 103 103 103 103 113 123 133 143 153 163
Taken
Planned
Accrued 10 10 10 10 10 10 10 10
Adjusted 103 103 103 103 103 113 123 133 143 153 163 173
31 Dec 10
1/01/2010
Department
Department
Tag None
Display
306 Risky, Marcus
Jan 2010 Feb 2010 Mar 2010 Apr 2010 May 2010 Jun 2010 Jly 2010 Aug 2010 Sep 2010 Oct 2010 Nov 2010 Dec 2010 TOTAL HRS.
0.00
Show Employee Status
Show Casual Employees
Show Part Time Employees

To enter planned hours in the Monthly mode:

1. Select the employee from the list.

   You can filter the list of employees by department (located on the right-hand side of the window) and the employee type options (located under the monthly boxes).

2. In the lower section of the screen, enter the planned hours that the employee plans to take in the monthly boxes. The total hours that you've entered against the employee is displayed.

   You cannot enter planned hours for months that are already in the past. Those boxes are inactive.

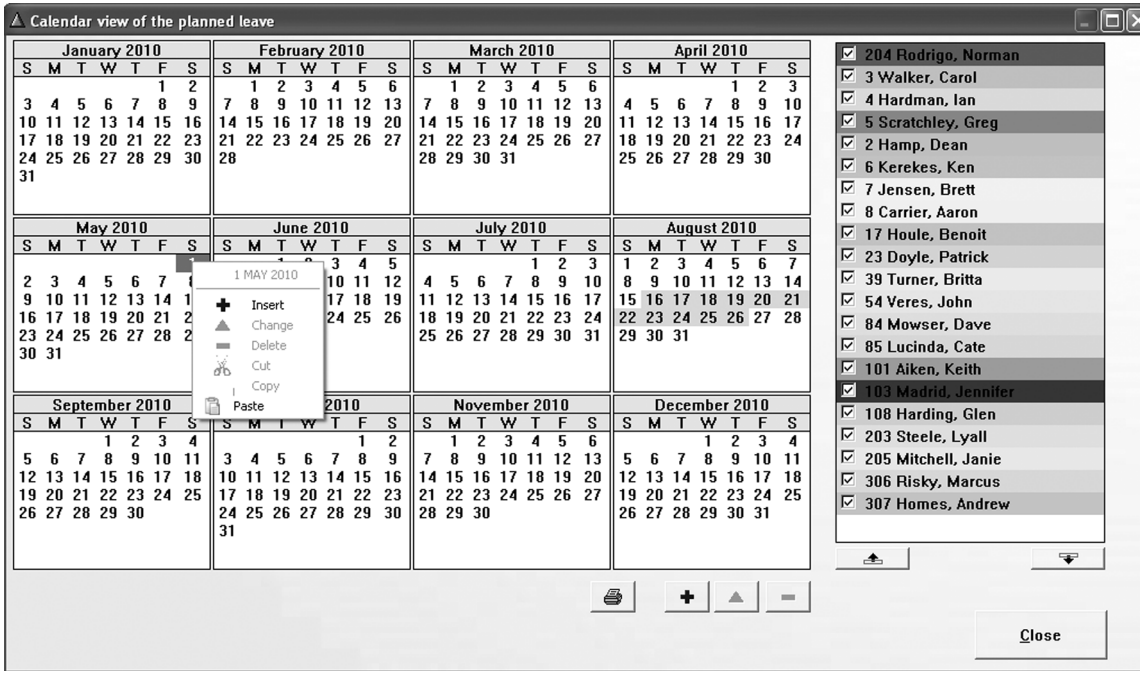
3. Click **OK**.

To enter planned hours in the Calendar Mode:

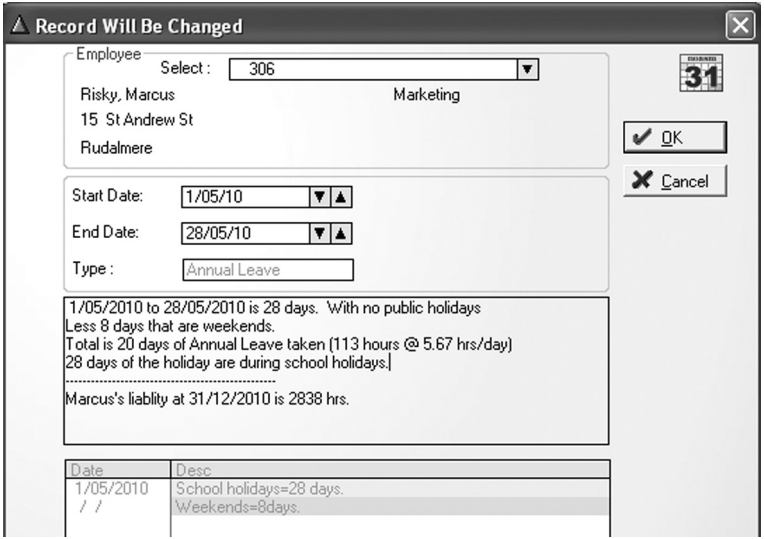
1. Click **Plan Leave** button in the *Planned Leave* window.

   The *Calender view of the planned leave* window displays.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.



2. Select a date on the calendar then right mouse click and select **Insert.**



3. Select the **Employee** from the drop-down list.
4. Enter the **Start Date** and **End Date** that the employee plans to take leave.

   The information displayed in the boxes explains how the leave has been calculated.
5. Click **OK.**

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

6. Click **Close**. The program returns to the *Planned Leave* window.
7. Click **OK**.

To learn about...	Type in the Help Index...
Planning leave in Monthly mode	leave planner - monthly mode
Planning leave in Calendar mode	leave planner - calendar mode
Printing a report of planned leave	leave planner - report

Preparing a pay with leave

Payroll Premier tracks the leave entitlement an employee accrues, the amount of leave taken and what amount remains. It's therefore very important that you record any leave taken correctly, using the correct leave pay rate.

1. Choose *Activities menu* > *Prepare Pays* to display the *Pays Summary* window.
2. Double-click the employee.

   The *Pay Details* window displays pay details for the employee.

If the employee is paid using the spreadsheet method, the *Spreadsheet Entry* window is displayed. Click the drop-down list arrow in the *Details* column to display the *Pay Details* window.

3. Go to the *Hours* tab (or *Leave Taken* tab if using the spreadsheet method) and click the **Pay Rate** drop-down list arrow to select the leave type.

   If you click **Insert** to add a new line for leave and use the **Tab** key after entering the number of leave hours, Payroll Premier will deduct the leave hours from the first *Normal hours pay rate* line. This means that you don't have to reduce the normal hours – Payroll Premier does it for you.

   For example, if an employee's normal hours are 40 per week and you want to record eight hours of personal leave, click **Insert** to create a new line. When you enter the personal leave hours and press **Tab**, Payroll Premier will deduct the eight personal leave hours from the *Normal Hours* line automatically. This will now show 32 hours.

   If you are paying an employee in advance for annual leave such that the pay covers more than one pay period, make sure you enter in the *Pay Periods* box the number of periods the pay covers. This ensures that tax is calculated correctly to cover the number of periods covered. Also note that if you are paying the employee for more than one period, you may need to adjust the employee's deductions and allowances.

4. Select the pay rate type from the *Type List*.
5. Enter the hours of leave taken in the *Hrs/Qty* column and then press the **Tab** key.

   If the employee does not have enough leave accrued, you will be warned. If you wish to pay them the full hours

anyway, click **OK**.

After pressing the **Tab** key, normal hours are adjusted and Payroll Premier displays the *Leave Taken* pop-up window. You will be prompted to enter the date the leave will start and the date the leave will finish. You can right mouse click on both fields and enter the dates using the *Q-Date Calendar* window.

6. Adjust the hourly amount in the *Amount* column, if necessary.

   If the employee is eligible for leave loading, the hourly amount will be grossed up by the leave loading percentage. For example, if the normal hourly rate is $10 per hour and the employee is eligible for 17.5% leave loading, Payroll Premier will enter $11.75 ($10 + 17.5%) in the *Amount* column.

   If you adjust the tax manually, Payroll Premier will place a tick in the *Manual Tax* check box at the bottom of the window. To revert to the calculated amount, click to remove the tick from the *Manual Tax* check box.

7. Enter or modify other pay details if required and then click **OK**.

Once you have made any necessary modifications, the next step is to process the pays. Choose *Activities menu* > *Process Pays* to open the *Process Pays* window.

Preparing a pay with commissions or bonus payments

A bonus includes any lump sum payment made to an employee irregularly such as an annual bonus, gratuities or back pay. You must enter commissions and bonuses correctly so that Payroll Premier can calculate PAYG correctly on this amount.

1. Choose *Activities menu* > *Prepare Pays* to display the *Pays Summary* window.
2. Double-click the employee.

   The *Pay Details* window displays pay details for the employee.

   Payroll Premier displays the *Spreadsheet Entry* window if paying the employee by the spreadsheet method. Click the drop-down list arrow in the *Details* column to display the *Pay Details* window.
3. Click the *Commission/Bonus* tab. To add a commission or bonus, click on the first line and enter the following details:
   - Enter the commission or bonus name, or select it from the drop-down list.

     If a commission or bonus name you need is not on the list, type in the name and then press **Tab**. When you are prompted, click **Yes** to add it to your drop-down list.
   - (Optional) Enter the total gross sales for the employee.
   - (Optional) Enter the percentage amount that the employee receives from their gross sale.

     For example, enter *6* if you need to enter *6%*. Payroll Premier calculates the net amount based on the amounts in the *Gross* and *%Comm* columns.
   - Select the period that the commission or bonus is being paid for.

     For example, if you are paying a commission or bonus for a month, select monthly. Payroll Premier can then calculate the correct amount of tax on the commission or bonus.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Select **Yes** if you want to include the commission or bonus in superannuation calculations. Select **No** if you want to exclude the commission or bonus from superannuation calculations.
- If the commission or bonus is non-taxable—to be added to the net after tax is calculated—select **Yes** in the *Ex Tax* column.

  If the commission or bonus is taxable—to be added to the gross before tax has been calculated—select **No**.
- To add a new line, click **Insert**, or tab to a new line. Enter details as per the above.
- To delete a line, select the line and then click **Delete**. Click **OK** to confirm that you actually want to delete the line.
- If you adjust the tax manually, Payroll Premier will place a tick in the *Manual Tax* check box at the bottom of the window. To revert to the calculated amount, remove the tick from the *Manual Tax* check box.

4. Enter or modify other pay details if required and then click **OK**.

When you have made the modifications required, the next step is to process the pays. Choose *Activities* > *Process Pays* to open the *Process Pays* window.

Preparing a pay with RDOs

Payroll Premier tracks the accrual of Rostered Days Off (RDO) using the *Special Leave* option. The actual accrual details may vary due to the number of hours worked in a day, the number of RDOs given to the employee each year or if they are paid fortnightly or monthly.

To set up an employee to accrue RDOs:

1. Choose *Lists menu* > *Employees*.

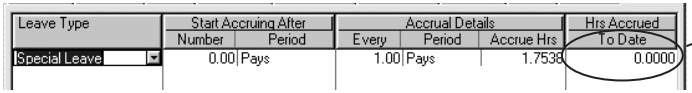
   Payroll Premier displays the *Employee* list.

2. Double-click an employee to edit their details.

3. Click the *Leave* tab.

4. Choose *Special Leave* from the *Leave Type* drop-down list on the first available blank line.

5. Enter details for RDO accrual for this employee, similar to the example below. In this example the employee accrues RDOs regardless of what the pay consists of.



If the employee has already accrued any RDOs, enter these in the *To Date* column.

The number in the *Accrue Hours* field is determined using the formula:
(Number of RDOs Per Year) x (Award Hours Per Day) / (Number of Pays Per Year)

To set up the pay slip to show accrued RDOs:

1. Choose *Reports menu* > *Pay Slips* > *Number Order*.

2. Click the **Edit Report** icon.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

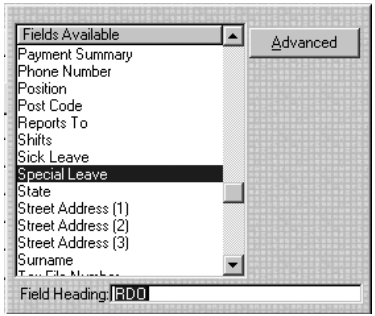
You may need to adjust the Zoom to enable you to read the content of the pay slip.

3. Click on the *SP/Leave* field to highlight it.

   When the field is highlighted you will see small red squares outlining the field.

4. Right-click the *SP/Leave* field.

   Report Writer displays the *Object Properties* dialog.



5. Locate the *Field Heading* field at the bottom of the dialog. Replace **SP/Leave** with **RDO**. See the example above.
6. Click **Save**.
7. Click **Save & Close** in the Report Writer.
8. Click **Yes** to save your changes.

9. Click **No** when asked if you would like to save this as a memorised report. This altered pay slip will now become the default pay slip.

Do not edit the name Special Leave in the *Pay Rates* list in order to set up your system to process RDOs. If you change this name, the available RDO hours figure on pay slips will print as zero.

To enter a pay that includes RDOs:

1. Choose *Activities menu* > *Prepare Pays* to display the *Pays Summary* window.
2. Double-click on an employee to edit their pay details.
3. Click the *Hours* tab.
4. Choose *Special Leave* from the *Pay Rate* drop-down list on the first blank line.
5. Enter the number of hours.

   Payroll Premier automatically deducts the *RDO hours* from the hours appearing next to *Normal Hours*.

   When you leave the *Hrs/Qty* column, the *Leave Taken* dialog automatically appears.
6. Enter the RDO dates taken in the *To* and *From* fields. Click **OK**.
7. Click **OK** to close the pay window.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

8. Repeat steps 2-7 for each employee who has taken an RDO.

Preparing a pay with time in lieu

Background

Payroll Premier enables you to track the time an employee can take off in lieu of being paid for working extra hours. This is done using a special pay rate when processing a pay and generating a time in lieu report.

The time in lieu pay rate allows you to enter any extra hours an employee works but at a $0.00 rate (multiplier). This tracks the time an employee works but doesn't get Payroll Premier to calculate an amount payable for these hours in the pay run.

You can see how many time in lieu hours an employee has owing to them by generating a *Time In Lieu* report.

When an employee claims the time off in lieu of being paid, you can record this by entering the hours as a negative in the next pay run using the time in lieu pay rate. This will balance the extra hours an employee works by the time in lieu they claim without affecting a payment.

Recording the extra hours an employee works

As soon as an employee works extra hours, you need to record these in Payroll Premier for the relevant pay period.

1. Choose *Activities menu* > *Prepare Pays* to display the *Pays Summary* window.

2. Double-click the employee you wish to enter time in lieu details against.

   The *Pay Details* window displays pay details for the employee.

   If the employee is paid using the spreadsheet method, the *Spreadsheet Entry* window is displayed. Click the drop-down list arrow in the *Details* column to display the *Pay Details* window.

   Make sure you select the *Edit This Pay* check box.

3. Click the *Hours* tab.
4. Click **Insert**.
5. Choose *Time in Lieu* from the drop-down in the *Pay Rate* column.
6. Select the corresponding *Hrs/Qty* column and enter the number of extra hours the employee has worked.

   Note that the amount column for this pay rate is $0.00. This means Payroll Premier can track the hours worked, but not calculate an amount owing for these hours.

7. (Optional) Choose a Customer:Job or Class against this pay rate if applicable.
8. Click **OK**.

Time in lieu details will be recorded for this employee as part of the next pay run. The hours that you enter for time in lieu will also show up in the Time In Lieu report.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Checking the number of time in lieu hours owed to an employee

Before allowing an employee to claim their time in lieu, you may wish to see how many hours are owing. You can get this information by generating a *Time In Lieu* report.

1. Choose *Reports menu* > *Time In Lieu* > *Time In Lieu*.

   Payroll Premier will display the *Time In Lieu* report.

2. Adjust the period if necessary.

Payroll Premier will show time in lieu details as processed through a pay run.

Recording time in lieu and employee claims

Once the employee takes the time owed to them, you need to record this as negative hours for the relevant pay period. This will reduce the time in lieu owing to the employee and show up in the *Time In Lieu* report.

1. Choose *Activities menu* > *Prepare Pays* to display the *Pays Summary* window.
2. Double-click the employee you wish to enter time in lieu details against.
   - The *Pay Details* window displays pay details for the employee.
   - If the employee is paid using the spreadsheet method, the *Spreadsheet Entry* window is displayed. Click the drop-down list arrow in the *Details* column to display the *Pay Details* window.
   - Make sure you select the *Edit This Pay* check box.

3. Click the *Hours* tab.
4. Click **Insert**.
5. Choose *Time in Lieu* from the drop-down in the *Pay Rate* column.
6. Select the corresponding *Hrs/Qty* column and enter the number of hours the employee has taken as time in lieu of payment. This amount needs to be a negative.
7. (Optional) Choose a Customer:Job or Class against this pay rate if applicable.
8. Click **OK**.

You can now process the pay for this employee at your convenience and it will track the time in lieu taken by the employee.

Preparing a pay with Paid Parental Leave

Background

The Australian Government introduced a comprehensive Paid Parental Leave scheme for parents who are the primary carers of children born or adopted on or after 1st January 2011. Parental Leave Pay is a legal entitlement for working parents who meet the scheme's eligibility criteria. To be eligible for the scheme, claimants will need to pass a work history test, an income and a residency test. Payroll Officers and claimants will need to satisfy themselves with the eligibility criteria. For more information about the scheme, visit http://www.familyassist.gov.au/payments/family-assistance-payments/paid-parental-leave-scheme/.

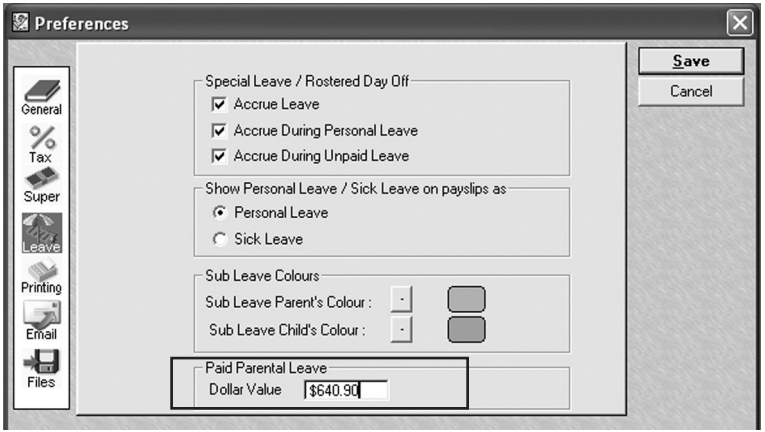
While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

The scheme provides a maximum of 18 weeks Government-funded Parental Leave Pay at $640.90 a week, before tax. Payroll Premier enables you to prepare Paid Parental Leave for eligible employees and calculates an amount payable in a pay period.

You can see how much parental leave has been paid to an employee by generating a *Paid Parental Leave* report via *Report menu* > *Leave* > *Paid Parental Leave*.

Preferences - Paid Parental Leave

1. Choose *File menu* > *Preferences* to display the *Preferences* window.
2. Click the **Leave** icon on the left.



3. The default setting for Paid Parental Leave is $640.90 per week. Override this amount if you pay staff other than weekly. E.g. enter $1,281.80 if you pay fortnightly.

Pay Rate for Paid Parental Leave

Payroll Premier 2014/15 has already been set up with a pay rate for Paid Parental Leave. The pay rate for Paid Parental Leave is for reviewing purposes only.

To view the pay rate for Paid Parental Leave:

1. Choose *Lists menu > Pay Rates* to display the *List Pay Rates* window.
2. Double-click the **Paid Parental Leave** item.

   The *Update Pay Rate (Paid Parental Leave)* window opens.

Update Pay Rate (Paid Parental Leave)
Pay Rate
Employees receiving Paid Parental Leave
Cancel
Pay Rate:
Paid Parental Leave
Multiplier:
1.0000
Use As Normal Hours Pay Rate
Use Pay Rate for Spreadsheet Entry
Payroll Tax Exempt
Enable Leave Accrual
Changes to the pay rate for Paid Parental Leave can be made in Preferences.
View Government guidline for Paid Parental Leave

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

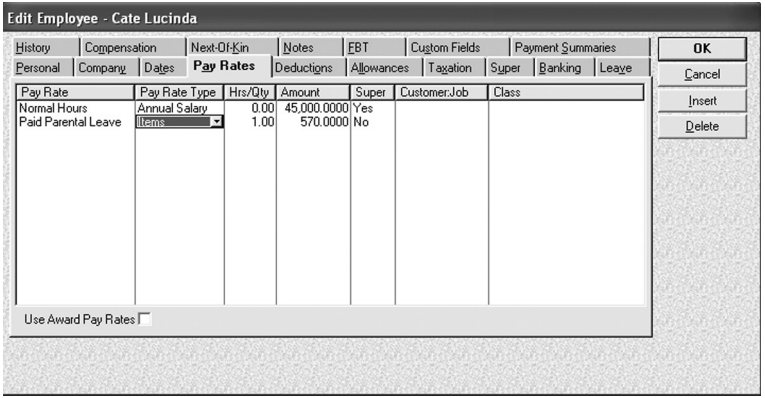
- Click the *Pay Rate* tab to view the settings and view government guidlines for Paid Parental Leave.
- Click the *Employees receiving Paid Parental Leave* tab to see which employees have been paid for Paid Parental Leave, if any.

Adjusting pay rates for employee who receives Paid Parental Leave

You need to apply the Paid Parental Leave pay rate to the employee who receives it as well as adjust their normal pay rate.

1. Choose *Lists menu* > *Employees* to display your list of employees.
2. Double-click an employee.
3. Click the *Pay Rates* tab.
4. For the row of *Normal Hours*, click the *Hrs/Qty* column and enter **0** (zero).
5. Click **Insert**.
6. In the *Pay Rate* column, select **Paid Parental Leave**.

   The *Hrs/Qty* and *Amount* column should automtically be filled in with the values set up in the Preferences.



7. Click **OK**.

Once a pay has been processed, any amount of Parental Leave will be paid to the employee and a pay slip will be generated for that pay period.

PAYG tax will be withheld on the gross amount but the leave entitlements will not accrue for paid parental leave. Paid Parental Leave is not ordinary time earnings for superannuation guarantee purposes.

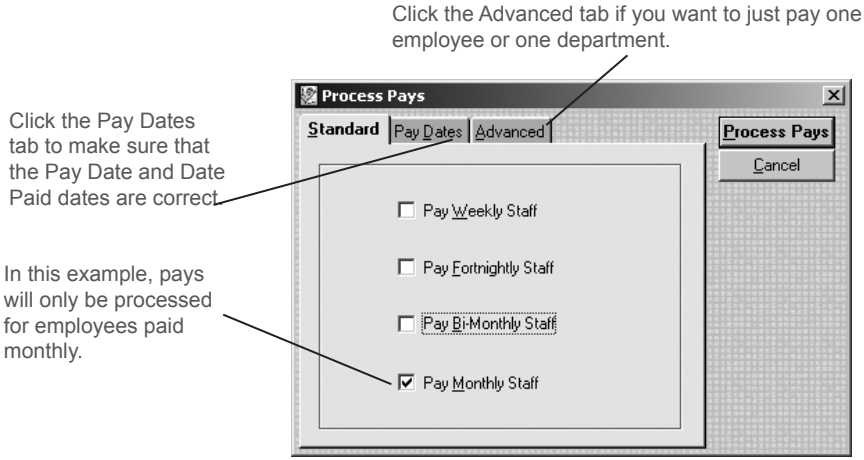
While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Processing the pays

Once you have entered the pay details for each employee you can process the pays. This is done from the *Process Pays* window, which allows you to select the pay period to pay in and then enter pay dates. You can also restrict the pay to a single department or employee.

To process the pays

1. Prepare the pay in the *Pays Summary* window.
2. Choose *Activities* > *Process Pays* to open the *Process Pays* window
3. Click the *Standard* tab then select each pay period that you wish to pay.


Click the Advanced tab if you want to just pay one employee or one department.
Click the Pay Dates tab to make sure that the Pay Date and Date Paid dates are correct.
In this example, pays will only be processed for employees paid monthly.
Process Pays
Standard
Pay Dates
Advanced
Process Pays
Cancel
Pay Weekly Staff
Pay Fortnightly Staff
Pay Bi-Monthly Staff
Pay Monthly Staff

The employees will only be paid if the option for their pay period is ticked. If you do not use a particular pay period, the option for that pay period will not be available.

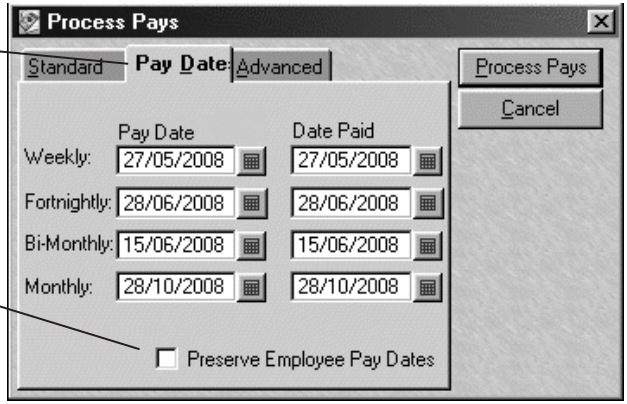
For example, you will not be able to select the fortnightly option if you do not have any fortnightly employees.

4. Click the *Pay Dates* tab and make sure that the *Pay Date* and *Date Paid* dates are correct.

   Payroll is date dependent, therefore it is extremely important that the *Pay Date* and *Date Paid* dates are correct.

Payroll Premier automatically advances pay dates each time you process pays. You should always check the dates to ensure that they are correct.

The *Preserve Employee Pay Dates* option allows individual employees to have different pay dates.



- *Pay Date* is the pay period ending date. If necessary, change the pay dates to reflect the last day of the pay period that you are currently paying.

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- *Date Paid* is the date that the payroll is processed and employees are paid. Typically this will be the same as the pay date. If necessary change the *Date Paid* to the date that the employees were actually paid.
- *Preserve Employee Pay Dates* is an option that allows individual employees to have different pay dates. The *Pay Date* entered will be overridden for individual employees. For example, if a weekly employee was last paid on 7 March, the employee's next pay date will be 14th March no matter what *Pay Date* is entered on this window.

Payroll Premier automatically advances the *Pay Date* and *Date Paid* when you process a payroll.

For example, when you process each type of payroll, the *Pay Date* for:

- Weekly will be advanced by 7 days when you process the next pay
- Fortnightly will be advanced by 14 days when you process the next pay
- Bi-monthly will be advanced by half of a month when you process the next pay
- Monthly will be advanced by 1 month when you process the next pay

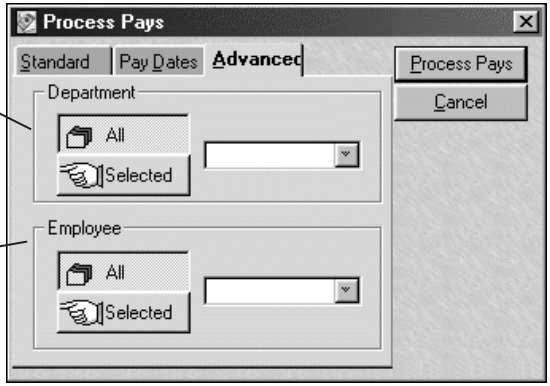
If you have already paid an employee within the pay date entered but go to process the pays, Payroll Premier will inform you that it has processed a pay for the employee in this pay period. You can process a second pay for this employee for this pay date by clicking **Yes**. Click **No** to exclude the employee from this pay date.

If you only pay one employee, Payroll Premier will still move the Pay Date ahead. If you then need to pay additional employees under that Pay Date, you will have to adjust the dates when you process their pays.

5. To pay a specific department or employee only, click the *Advanced* tab.

Click **Selected** under *Department* if you wish to pay employees in a specific department only. Click the associated drop-down list and select the department you wish to pay.

Click **Selected** under *Employee* if you wish to pay a specific employee only. Click the associated drop-down list and select the employee you wish to pay.



6. Click *Process Pays*. The pay is processed and then Payroll Premier displays the *Print Pay Reports* window.
7. Select the check boxes against the reports you wish to print and then click **Print Reports**.

   If you want to print a report outside the default period displayed, select the period from the drop-down list.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Click **Close** if you do not wish to print any reports at this time.

If you want to print a report for a period other than the default period displayed, select the reporting period from the drop-down list.

Click the check boxes for the reports you wish to print.

After the reports are printed, the *Employees List* is displayed and shows the pay date in the *Last Paid* column.

To review individual pays, select the employee, right-click and choose **Show Employee Pays**.

Once you've processed your payroll, you can make payroll disbursements.

Emailing pay slips and payment summaries

You can use the email feature to email pay slips and payment summaries to your employees.

To prepare for emailing pay slips and payment summaries, you will need to:

- Set up a default email message in your *Email* preferences.
- Select a *Pay Slips / Payment Summaries* email option in the Employee Record for each employee whose pay slips and pay summaries you want to send by email.
- Generate the emails using the Report Writer.

These steps are described in detail below.

Preferences – Email

In this step, you will compose a default email message to be sent to your employees along with their pay slips and payment summaries.

To set up your default email message:

- Choose *Preferences menu* > *Email*.

  The *Email Preferences* window opens. This is where you specify the default email content to be sent with pay slips and payment summaries.

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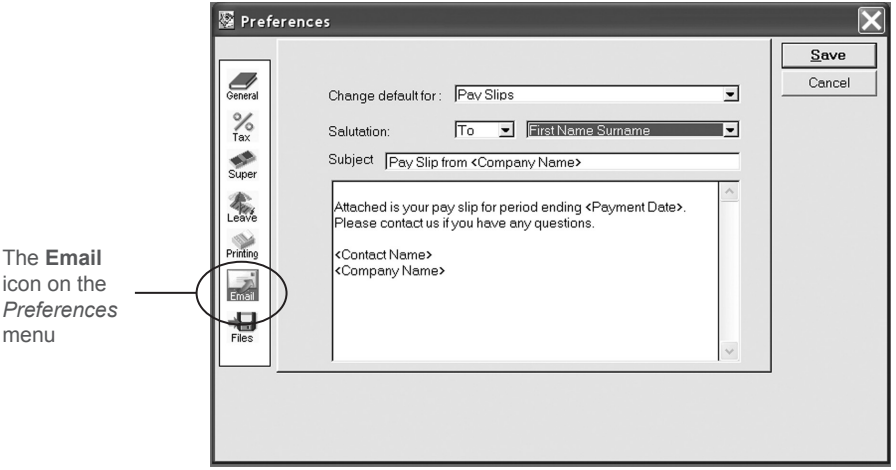

The *Email Preferences* window contains the fields and options described below.

Change default for

The *Change default for* drop-down list provides options including pay slips and various types of payment summaries that you can email to employees. You can create a different default email message for each of the following options:

- Pay Slips

- Payment Summaries ETP
- Payment Summaries INB
- Payment Summaries Labour
- Payment Summaries Voluntary

The default setting is Pay Slips.

Salutation (Options and Defaults)

The *Salutation* drop-down list options are:

- To
- Dear
- Blank (no salutation)

The default setting is Blank (no salutation).

Name (Options and Default)

The *Name* drop-down list options refer to the *Title*, *First Name* and *Surname* fields in the Employee Record. The options are:

- First Name

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- First Name and Surname
- Title and Surname

The default setting is First Name.

Subject and Message Content

The *Subject* and *Message* fields can be worded to suit the purposes of your business. Choose *Preferences menu* > *Email* to see the default wording for pay slips and the various payment summaries.

Tags

The default text in the Subject and Message content sections can also used in conjunction with tags (denoted by text within angle brackets). Tags can be used to automatically update certain text by retrieving information from the Payroll Premier database. For example, if your default message contains a <Contact Name> tag, Payroll Premier will automatically update the contact name content in the default message to reflect any changes to the *Contact Name* field in the database.

The available tags are:

- <Company Name>
- <ABN/PWN>
- <Trading Name>

- <Company Address>
- <Phone No>
- <Fax No>
- <Contact Name>
- <Tax Year>
- <Payment Date>

The text within these tags corresponds to content of fields within your database.

The following fields can be found by opening the *Company* navigator and clicking the **Company Information** icon:

- Company Name (in *Name* tab)
- Trading Name (in *Name* tab)
- Company Address (in *Name* tab)
- Phone Number (in *Numbers* tab)
- Fax Number (in *Numbers* tab)
- ABN/PWN (in *Numbers* tab)

The *Contact Name* can be found by choosing *Preferences menu* > *Files*.

The remaining tags are:

Tax Year

The Tax Year can be used only in email messages that relate to payment summaries. When the tag <Tax Year> is used, Payroll Premier will display the financial year relevant to the payment summaries generated. For example, if the payment summary refers to the year ending June 30, 2014, the text in the email message will be 2012/2014.

Payment Date

The Payment Date is the opposite to the Tax Year in that it can only be used in email messages that relate to pay slips. It is important to note that the data that appears in the email message is determined by the *Print By* setting in *Preferences menu > Printing*. When the *Print By* preference is set to *Pay End Date*, Payroll Premier will display the pay ending date that corresponds to the pay slip for which the email is generated. This is why the default text for pay slips includes the following wording: "… *Attached is your pay slip for period ending <Payment Date>*."

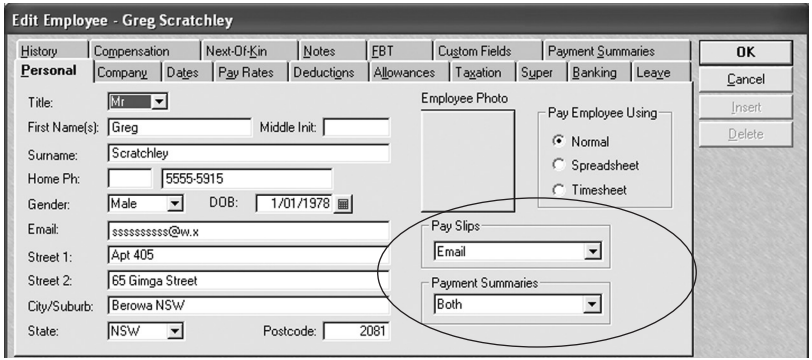
In cases where the *Print By* preference is set to *Date Paid*, the following text would be more suitable: "… *The attached pay slip refers to the payment you received on <Payment Date>."*

Employee Record: Personal Tab

Email

The *Personal* tab in the Employee Record has a field called *Email*, which appears just above the address fields.

When you enter an employee's email address into the *Email* field, Payroll Premier carries out a format check to assist in error identification. An example of a valid email address is: Sam@XYZ.com. Employee email addresses can also be copied and pasted from Microsoft Outlook directly into the field.



Pay Slips and Payment Summaries

The *Personal* tab drop-down list options are:

- Print Pay Slips (pay slips will be printed)
- Email Pay Slips (pay slips will be emailed)
- Print and email Pay Slips (pay slips will be both printed and emailed)
- Print Payment Summaries (payment summaries will be printed)

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Email Payment Summaries (payment summaries will be emailed)
- Print and email Payment Summaries (payment summaries will be both printed and emailed)

The default settings are *Print*. The settings can remain at *Print* even though you have a valid email address in the employee record.

New Employee Records should:

- not show any data in the *Email* field.
- have *Print* as the setting for *Pay Slips* and *Payment Summaries*.

Generating Emails

The process to generate emails for pay slips and payment summaries is the same for printing pay slips and payment summaries. The Report Writer, which is used when printing payroll reports, has an **Email** icon which becomes enabled in cases where the selected report is capable of being emailed. The email-capable reports in Payroll Premier are:

- Pay Slips
- INB Payment Summaries
- ETP Payment Summaries
- Business and Personal Services Income Payment Summaries

Note: The No ABN Payment Summary cannot be emailed.

Email generation window

The title bar for this window is named:

- Email Pay Slips (when pay slips have been selected), or
- Email Payment Summaries (when payment summaries have been selected)

When emailing pay slips

Employees listed in the *Email Pay Slips* window are those who have been configured for email in the employee record and where the employee has received a pay in the selected date range.

The *Email Pay Slips* window gives you an opportunity to select all, some or no employees for email. When no employees are selected for email, and you click **OK,** the *Report Writer* window will appear again.

If you select one or more employees, and then click **OK**, Payroll Premier will make a request to the email program (Microsoft Outlook).

When emailing payment summaries

Employees listed in the *Email Payment Summaries* window are those who:

- have been configured for email, and

- have received a payment summary for the selected year, and
- are due for one of the following types of payment summaries
  - INB Payment Summary
  - ETP Payment Summary
  - Business and Personal Services Income Payment Summary

The *Email Payment Summary* window gives you an opportunity to select all, some or no employees for email. When no employees are selected for email, and OK is selected, the *Report Writer* window will appear again.

Making your payroll payments

Now that your payroll has been processed, you need to pay your employees, the ATO, your Workers Compensation insurer and possibly your employees' superannuation funds. Payroll Premier gives you multiple options for making payments.

Fast forward to...	Refer to page...
Making payments through Reckon Accounts	142
Making payments manually using reports	142
Making payments by electronic funds transfer	144

For up-to-date information about making your PAYG withholding payments, contact the ATO or visit their website at http://www.ato.gov.au.

You should also obtain the “Guide to Pay as You Go” for Business, available from the ATO website.

Making payments through Reckon Accounts

If you use Reckon Accounts to pay your employees, you can export your payroll data using the export feature.

Choose *Activities menu* > *Export* > *Payroll data to Reckon Accounts*.

This creates an IIF export file that you can later import into Reckon Accounts.

You can then use Reckon Accounts to create payments to employees, superannuation funds, the ATO and any others.

Making payments manually using reports

You may prefer to make payments manually or use another accounting program that doesn’t import Payroll Premier data. In such cases you can use Payroll Premier’s reports to provide you with information that you need.

The Banking reports provide you with all the information you need to pay your employees, whether they are paid by cheque, cash or EFT. Each banking report shows:

- The employee’s name and number

- The employee's bank details
- The type of bank split (for example, Cash, Cheque or EFT)
- The amount to be paid to cash, cheque or EFT

Furthermore:

- The *Cash Breakup* report shows you how much to pay each employee, broken down by the number of each currency denomination required per employee.
- The *Print Cheque* report shows you each employee that is being paid an amount by cheque and the amount to pay them.
- The *Print EFT Direct Debit* report shows you each employee that is being paid via a transfer to their bank account and the amount to pay them.
- The *Banking-Print All* report combines all of the above information. The cash transactions are shown first, followed by cheque transactions and finally by any EFT transactions.

You can print pay slips to give your employees on pay day. Depending on the pay slip preferences you have selected, you will get 1, 2 or 3 pay slips per page. You can select from Plain, Classic or Graphics versions of pay slips.

- The *PAYG Reports* provide the information you need to manually write a cheque for payment to the ATO. Before

you print these reports, the *Print By* setting found within *Preferences>Printing*, should be set to *Date Paid*.

- The *Super Report* shows you how much superannuation you have to pay to a particular superannuation fund and for which employees.
- The *Deductions* report lists all of the deductions taken from employees' wages.
- *Payment Summary* reports print payment summaries, the Reconciliation Statement and ETP payment summaries.

Making payments by electronic funds transfer

Paying your employees by electronic funds transfer (EFT) is a convenient way to pay your employees. Instead of writing cheques and physically getting these to employees on pay day, you can create a file that makes the payments direct from your account to a payee's account.

To make an EFT payment you must create an EFT data file with Payroll Premier and then transfer the file to your bank using software provided by your bank. Funds will then be transferred from your company bank account to your employees' bank accounts, your superannuation funds' bank accounts, or to the ATO.

Before you start

Before you can make electronic payments, you must set up your EFT preferences and EFT banking details.

- Select the *Enable Electronic Funds Transfer* check box in General Preferences.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Select the *Electronic Funds Transfer Options* preference as advised by your bank. You need to find out whether your bank uses a balance record or not and then make the right selection from the File preferences.
- Set up your company banking details on the *Company Information* window – *Banking* tab.
- Set up employee banking details for each employee on the *Employee record – Banking* tab.
- Set up superannuation fund details on the *Superannuation Funds List*.
- ATO details are set up in the *ATO Electronic Funds Transfer List*.

Paying your employees by Electronic Funds Transfer

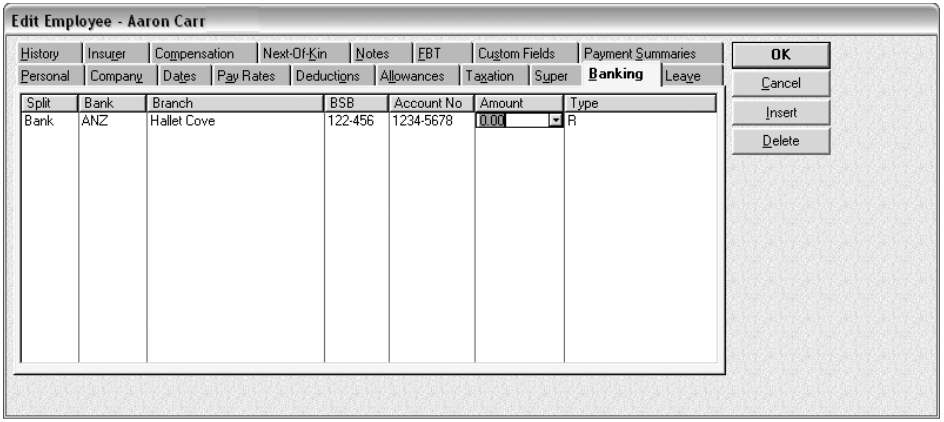
To create an EFT file:

1. Set up your EFT preferences and payroll account banking details.

   See “Before you start” on page 144 for details.

2. Set up each employee’s banking details.

   For each employee, enter banking details on the *Employee record Banking* tab. You can pay your employees by cash, cheque, EFT, or by any combination of these methods.



In this example, 100% of the employee's pay will be deposited by EFT. This would be the most common EFT situation, but you could also choose any combination of cash, cheque and EFT.

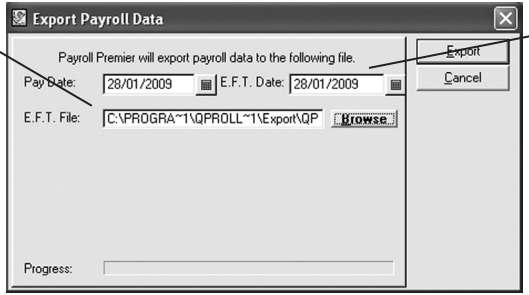
3. Choose *Activities menu > Export > Payroll Data to EFT (For Banking)*.

   Payroll Premier displays the *Export Payroll Data* window.

Generally you shouldn't need to change the EFT file name or location. However, if you do, just highlight it and type in the new name. Make sure the file name ends with an extension of **.ABA**.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

If you want to change the export file location, click **Browse**, select the Drive and folder where you want to place the EFT file and then click **OK**.



The EFT Date should be a current or future date. Using a date in the past usually results in transmission errors in your banking software.

4. Click **Export** and then **Yes** to confirm that you want to export the wages for the pay date specified. Payroll Premier creates an EFT file that you can use with your bank's EFT software to transfer wages from your company' payroll bank account to your employee's bank accounts.
5. Send the EFT transfer file to your bank using your banking software.

   Open your banking software and transfer the QPExport.ABA file to your bank.

   You may have to tell your bank software the name and location of your payroll export file. You will find the name and location in the *Export Payroll Data* window (step 3 above).

   Make sure that you are exporting an EFT with the most recent payroll data and not the file for a previous pay period. If you are not sure, then do the export again.

If your bank will not accept the EFT file you are sending, you probably need to change your EFT option in Files preferences.

Exporting superannuation payments

This year the government has introduced SuperStream, a new data standard for superannuation payments and contributions. Check with the ATO to see what you are required to do on 1 July 2014. Click here for more information.

Before you can export superannuation payments you need to:

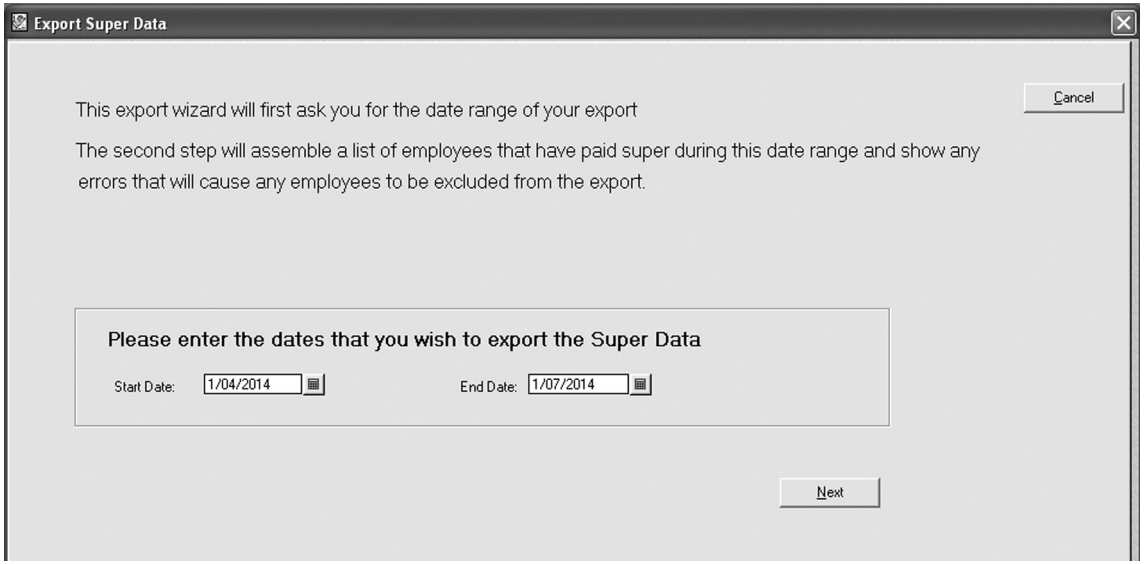
- Ensure that all payroll (including superannuation) details are complete for all applicable employees and that you have set up the required super funds in Payroll Premier. For more details, see “Setting up your employees” on page 57 and “Setting up the superannuation fund and rate details” on page 72.

To export data:

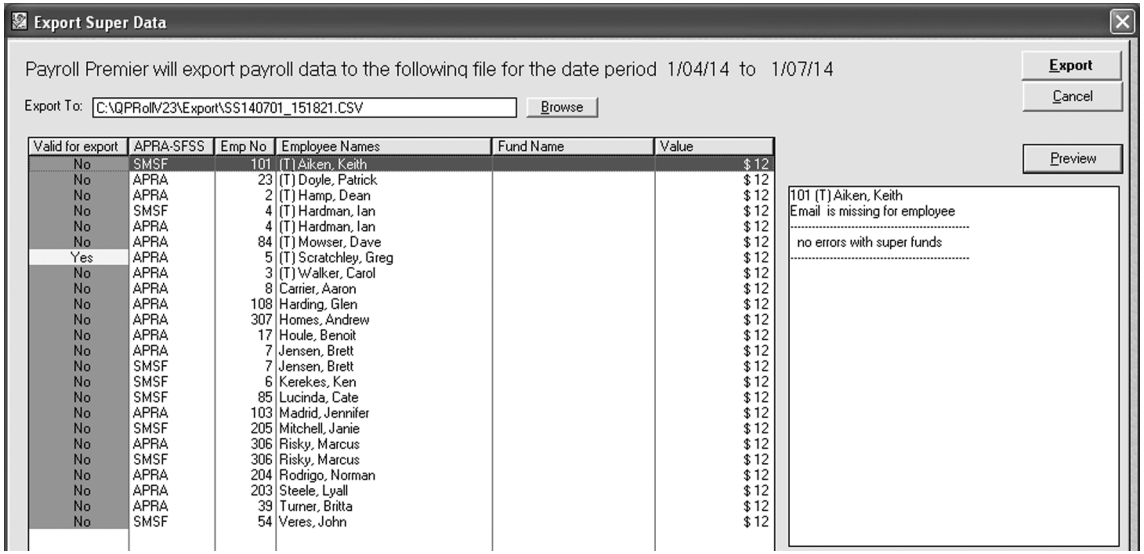
1. Choose *Activities menu* > *Export* > *Super Export*.

   Payroll Premier displays the *Export Super Data* window.

While we try to provide you with the solution you need, we can’t promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.


Export Super Data
Cancel
This export wizard will first ask you for the date range of your export
The second step will assemble a list of employees that have paid super during this date range and show any errors that will cause any employees to be excluded from the export.
Please enter the dates that you wish to export the Super Data
Start Date: 1/04/2014
End Date: 1/07/2014
Next

2. Choose the *Start Date* and *End Date* for the super fund data you wish to export.
3. Click Next.


Export Super Data
Payroll Premier will export payroll data to the following file for the date period 1/04/14 to 1/07/14
Export
Cancel
Export To: C:\QPRollV23\Export\SS140701_151821.CSV
Browse
Preview
Valid for export | APRA-SFSS | Emp No | Employee Names | Fund Name | Value
No | SMSF | 101 | (T) Aiken, Keith | $ 12
No | APRA | 23 | (T) Doyle, Patrick | $ 12
No | APRA | 2 | (T) Hamp, Dean | $ 12
No | SMSF | 4 | (T) Hardman, Ian | $ 12
No | APRA | 4 | (T) Hardman, Ian | $ 12
No | APRA | 84 | (T) Mowser, Dave | $ 12
Yes | APRA | 5 | (T) Scratchley, Greg | $ 12
No | APRA | 3 | (T) Walker, Carol | $ 12
No | APRA | 8 | Carrier, Aaron | $ 12
No | APRA | 108 | Harding, Glen | $ 12
No | APRA | 307 | Homes, Andrew | $ 12
No | APRA | 17 | Houle, Benoit | $ 12
No | APRA | 7 | Jensen, Brett | $ 12
No | SMSF | 7 | Jensen, Brett | $ 12
No | SMSF | 6 | Kerekes, Ken | $ 12
No | SMSF | 85 | Lucinda, Cate | $ 12
No | APRA | 103 | Madrid, Jennifer | $ 12
No | SMSF | 205 | Mitchell, Janie | $ 12
No | APRA | 306 | Risky, Marcus | $ 12
No | SMSF | 306 | Risky, Marcus | $ 12
No | APRA | 204 | Rodrigo, Norman | $ 12
No | APRA | 203 | Steele, Lyall | $ 12
No | APRA | 39 | Turner, Britta | $ 12
No | SMSF | 54 | Veres, John | $ 12
101 (T) Aiken, Keith
Email is missing for employee
no errors with super funds

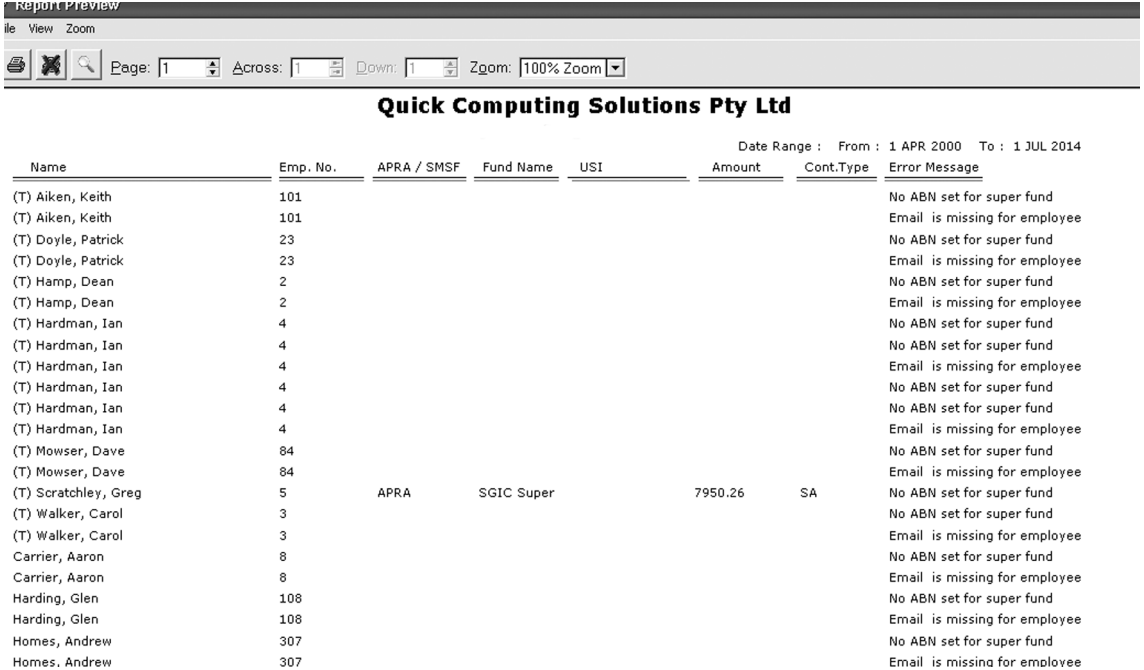
The *Valid for export* column either displays whether or not the employee's data is valid for the export.

If you click on an invalid employee, which is displayed in RED, the reason why the employee's data can't be exported is displayed in the right-hand side area.

4. (optional) Click **Preview**.

   Payroll Premier displays the *Super Data* report. This report allows you to print out all the invalid employees with

error message so that you can use the report to fix the errors before you try exporting again.


Report Preview

ile View Zoom

Page: 1 Across: 1 Down: 1 Zoom: 100% Zoom

Quick Computing Solutions Pty Ltd

Date Range : From : 1 APR 2000 To : 1 JUL 2014

Name	Emp. No.	APRA / SMSF	Fund Name	USI	Amount	Cont.Type	Error Message
(T) Aiken, Keith	101						No ABN set for super fund
(T) Aiken, Keith	101						Email is missing for employee
(T) Doyle, Patrick	23						No ABN set for super fund
(T) Doyle, Patrick	23						Email is missing for employee
(T) Hamp, Dean	2						No ABN set for super fund
(T) Hamp, Dean	2						Email is missing for employee
(T) Hardman, Ian	4						No ABN set for super fund
(T) Hardman, Ian	4						No ABN set for super fund
(T) Hardman, Ian	4						Email is missing for employee
(T) Hardman, Ian	4						No ABN set for super fund
(T) Hardman, Ian	4						No ABN set for super fund
(T) Hardman, Ian	4						Email is missing for employee
(T) Mowser, Dave	84						No ABN set for super fund
(T) Mowser, Dave	84						Email is missing for employee
(T) Scratchley, Greg	5	APRA	SGIC Super		7950.26	SA	No ABN set for super fund
(T) Walker, Carol	3						No ABN set for super fund
(T) Walker, Carol	3						Email is missing for employee
Carrier, Aaron	8						No ABN set for super fund
Carrier, Aaron	8						Email is missing for employee
Harding, Glen	108						No ABN set for super fund
Harding, Glen	108						Email is missing for employee
Homes, Andrew	307						No ABN set for super fund
Homes, Andrew	307						Email is missing for employee

5. Choose a location for the export data file.

   Save the file in the default data directory created by Payroll Premier, or click **Browse** to save the file to a

location of your choice.

6. Name the export data file.

   The file must have a **.CSV** file extension.

7. Close the report preview.

8. Click **Export**.

   Payroll Premier confirms the date range of the data you are exporting.

9. Click **Yes**.

   The export .csv file is created and saved in the specified location.

Printing and lodging your original payment summaries

You will need to ensure that you complete the right payment summary for the type of payment you have made. Payroll Premier prints the following payment summaries:

- Payment Summary – Individual Non Business
- Payment Summary – Business and Personal Services Income
- Payment Summary – Withholding where ABN not quoted

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Payment Summary – Employment Termination Payments

For the 2006/07 financial year and beyond, employees are no longer required to send a copy of their plain paper INB payment summary to the tax office with their tax return. Only a single copy of the plain paper INB payment summary will print and should be kept by the employee for their personal records.

Federal Legislation requires superannuation contributions over and above the statutory requirement being reportable to the ATO. This has been introduced as a RESC column on employees' payment summaries where the total amount of Reportable Employer Superannuation Contributions will be displayed.

Printing payment summaries

You must print payment summaries and give them to employees by 14 July after the financial year end. This applies to continuing employees and any employees who have left your employment during the year.

However, you need to issue a payment summary to a terminating employee within 14 days:

- After an eligible termination payment is made (see "Terminating an employee" on page 77)
- Where a terminating employee request in writing that you issue them with a payment summary

In addition, you can also issue interim payment summaries at any time of year (except during the last 21 days of June) for staff that are still employed.

Interim payment summaries must only include amounts for the relevant period and not include amounts that may

have appeared on a previous interim payment summary. The year end or termination payment summary will still include amounts for the entire year (or for the period of employment during the year).

If creating a payment summary report, the ATO requires you to generate a report based on the date paid. This avoids a situation where a date paid and pay date fall in two different financial years because actual payment occurs a day or two after the pay period. This setting is defined from the *Preferences* window, rather than on the report itself. Choose *Edit menu* > *Preferences* to open the *Preferences* window, then click the *Printing preferences* icon. Choose *Date Paid* from the *Print By* drop-down list.

1. Choose *Reports menu* > *Payment Summaries* and then choose the type of payment summary you want to print.

   Report Writer opens the *Payment Summary Filter* window for INB payment summaries, and the *Payment Summary Report* window for non-INB payment summaries.

2. If you wish to change from the default period, select the payment summary period covered from the *Dates* drop-down list.

   Select *Custom* if the period you need is not on the list. This will allow you to change the *From* and *To* date range.

3. Select the employee group you want to print summaries for from the *Employees* drop-down list.

   The *All* option is selected by default.

4. Click **Print**.

   Report Writer displays the Report Preview for plain paper INB payment summaries.

5. Check all the payment summaries. Click the Page up and down arrows to scroll between pages.
6. Choose *File menu* > *Print*.

Choose *File menu* > *Create PDF's* if you wish to print the plain paper INB payment summaries to PDF in order to save electronic copies for your records or to email electronic copies of payment summaries as PDF attachments to your employees.

Printing payment summaries for a single employee or a range of employees

While normally you would print payment summaries in large groups, there may be times when you need to print a payment summary for a single or a small group of employees.

The process for printing custom numbers of payment summaries differs depending on the type of payment summary you are printing.

To print a custom number of INB payment summaries:

1. In the *Payment Summary Filter* window, choose *Custom* from the *Employee* drop-down list.
2. Click an employee you wish to print a payment summary for to highlight them.
3. Right-click the employee.

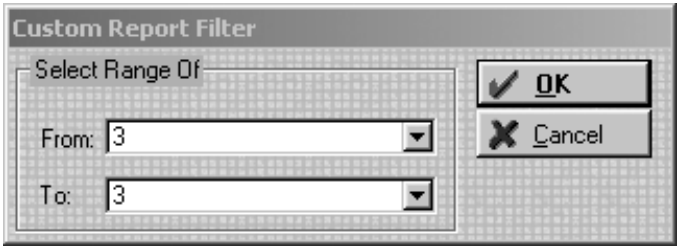
   Report Writer changes the background colour of the line and tags that employee to print.
4. Repeat steps 2 and 3 for each employee you wish to print a payment summary for.
5. Click **Print** to launch the preview.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

To print a custom number of non-INB payment summaries:

1. In the *Payment Summary Report* window, choose *Custom* from the *Employee* drop-down list.

   Report Writer displays the *Custom Report Filter* dialog.



2. Select a single employee number or a range of employee numbers to print payment summaries for.
3. Click **OK** to finish printing the payment summaries.

Amending payment summaries sent to the ATO

Sometimes you may need to change the calculations on a payment summary that you have already submitted to the tax office. In such cases you need to supply the employee and tax office with a copy of the amended payment summary.

Note: If you change payment details for an employee before sending your standard payment summaries to the tax office, you do not need to send the ATO an amended payment summary.

This is done as follows:

- Update the payment details for the employee in Payroll Premier.

  Do this in the employee's record. When you re-print the payment summary (as an amended payment summary), Payroll Premier will use the details you enter here to calculate values in the relevant fields.

- Update the *Payment Summary* tab in the employee's record.

  It's important that you complete this tab before re-printing your payment summary. Indicating that a particular payment summary is amended tells Payroll Premier to use the amended payment summary format when you choose to re-print the payment summary.

- Print a payment summary for the employee as normal.

  Because you've marked the payment summary as amended in the previous step, Payroll Premier will know to use the amended payment summary format when printing. The payment summary calculations will also be based on the changes you made to the employment details earlier.

- Send the amended payment summary to the tax office as you normally do – either as a report or in an EMPDUPE file.

If sending an EMPDUPE file to the tax office, you need to include the amended payment summary only in the EMPDUPE, not all payment summaries for the relevant year. More details are provided in “Lodging your ATO payment summary copies electronically”.

You’ll find further details about this in the in-product Help.

Lodging your ATO payment summary copies electronically

Payroll Premier enables you to submit payment summaries electronically by creating an EMPDUPE file. This file contains an electronic version of all of your payment summaries. The EMPDUPE file is then sent to the ATO along with the Magnetic Media Information form.

Before creating an EMPDUPE file

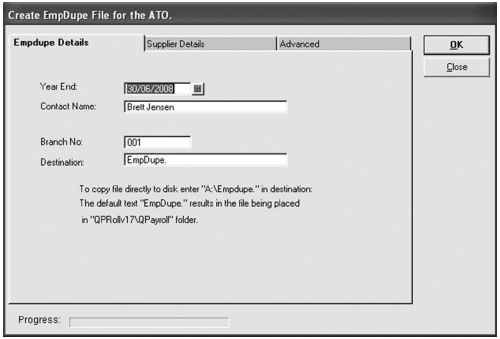
To create an EMPDUPE file, you should set your printing preferences to *Date Paid*. This is because the ATO requires payment summaries to include only those pays which have a date paid within the financial year (i.e., from 1 July 1 to 30 June, inclusive).

To set this, choose *File menu* > *Preferences*, then click the *Printing* icon on the left slider of the *Preferences* window. Choose *Date Paid* from the *Print By* drop-down menu and then click **Save**.

To create the EMPDUPE file:

1. Choose *Reports menu* > *Payment Summaries* > *Create EmpDupe File for ATO*.

   Payroll Premier displays the *Create EmpDupe File for the ATO* window.

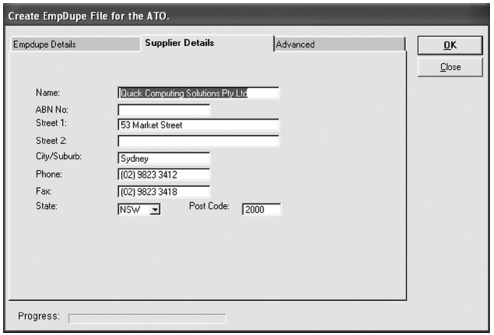


For the field	Enter
Year End	Enter the end of year date for the payment summaries that you are printing.
Contact Name	If the Contact Name is blank, enter the name of the payroll administrator or contact person. Payroll Premier will automatically enter the contact name that has been entered through Files preferences.
Branch Number	If your business has more than one branch, enter the number of the branch you are filing for. If not, leave the default value 001.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

For the field	Enter
Destination	Do not change the destination file name. This name (Empdupe) is required by the ATO. You can, however, change the drive where it is saved. To save the file directly to a floppy disk, enter *A:\Empdupe*.

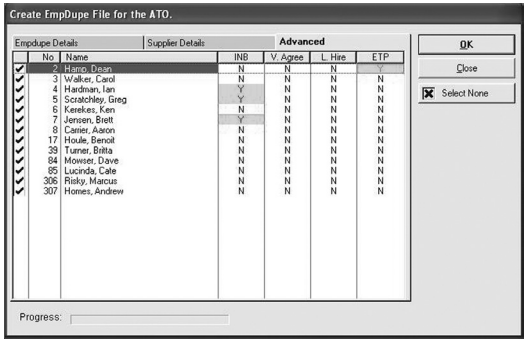
2. Click the *Supplier Details* tab and check that the company details are correct.



Payroll Premier will use your company information you already have on file to pre-fill many of these fields.

3. Click the *Advanced* tab.

   Payroll Premier displays a list of all employees who have payment summaries that you can include in the EMPDUPE file.


Create EmpDupe File for the ATO.
Empdupe Details
Supplier Details
Advanced
OK
Close
Select None
No
Name
INB
V. Agree
L. Hire
ETP
2 Hamp, Dean N N N Y
3 Walker, Carol N N N N
4 Hardman, Ian Y N N N
5 Scratchley, Greg Y N N N
6 Kerekes, Ken N N N N
7 Jensen, Brett Y N N N
8 Carrier, Aaron N N N N
17 Houle, Benoit N N N N
39 Turner, Britta N N N N
84 Mowser, Dave N N N N
85 Lucinda, Cate N N N N
306 Ricky, Marcus N N N N
307 Homes, Andrew N N N N
Progress:

Payroll Premier selects all employees by default. You need to clear the ticks for any employee's payment summary you don't wish to include in your EMPDUPE file.

4. Select the name of each employee whose payment summary you wish to include on the EMPDUPE file.

   Payroll Premier selects all employees in the list because it assumes that you will include payment summaries for all employees in the EMPDUPE file. If you only wish to include payment summaries for one or two employees, make sure you clear the ticks against employees you don't wish to include.

   If generating an amended payment summary, also make sure that you have indicated the payment summary is in the amended status.

5. Click **OK**.

   Payroll Premier creates the EMPDUPE file and prompts you to print the Magnetic Media Information form.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

6. Send this file and the Magnetic Media Information form (which can be printed from *Reports menu* > *Payment Summaries* > *Print Magnetic Media Information form*) to the tape processing department of the ATO at the address indicated on the Magnetic Media Information form.

PAYG AND WITHHOLDINGS

5

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Payroll Premier has been designed to make meeting your PAYG obligations as painless as possible.

The PAYG withholding system

Pay As You Go (PAYG) is the single integrated system for paying tax and other withholding amounts.

How do I report my PAYG withholding?

Payment summaries

Payment summaries show the total payments you make and amounts you withhold for each payee during the financial year ending on 30 June. You must generally give each of your payees a payment summary by 14 July.

You will need to ensure that you complete the right payment summary for the type of payment you have made. There are four types of payment summaries available in Payroll Premier:

- Individual Non Business
- Business and Personal Services Income
- Withholding where ABN not quoted
- Eligible Termination Payments

See “Printing and lodging your original payment summaries” on page 152 for more details.

Business activity summaries

There are two means of reporting and paying your PAYG and withholding amounts:

- Business Activity Statement (BAS) if you are registered for GST
- Instalment Activity Statement (IAS) if not registered for GST

Payroll Premier provides a Business Activity Summary Report that contains the payroll withholding information you need to complete your Business Activity Statement. If exporting your payroll data to Reckon Accounts, the data required for your activity statement will transfer to Reckon Accounts with your other payroll data.

How do I make my PAYG payments?

It is very important that you make your payments to the ATO on time and that you pay the correct amount. You can be subject to penalties if you don't deduct the right amount of tax instalments from your employees' pays, or if you don't pay all the tax instalments to the ATO by the due date.

In order to avoid penalties, it is important that you know how often you must make your payments and when the payment deadlines are. If you aren't sure, refer to the ATO website for information, or contact the ATO directly. See "Making your payroll payments" on page 141 for details.

Voluntary agreements

Voluntary agreements enable businesses to withhold amounts from payments they make to workers such as contractors to help them pay their income tax.

Voluntary agreements are written agreements between your business and a worker (usually a contractor) to withhold and pay tax for them under the PAYG withholding system. The worker must be an individual with an ABN,

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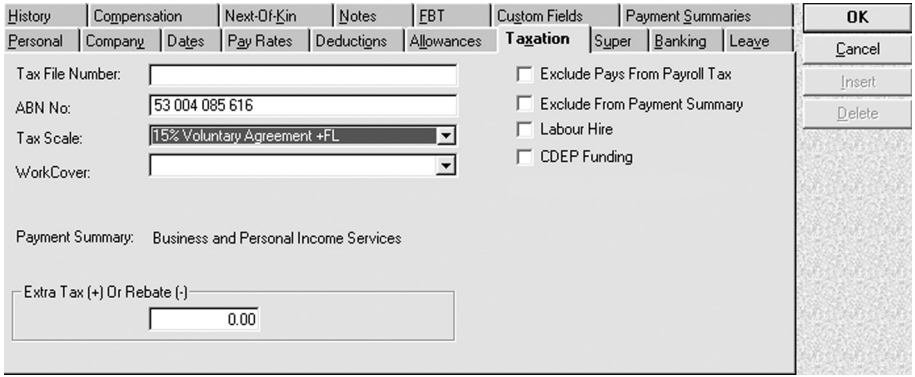
and the payments must not be subject to any other PAYG withholding.

To set up a contractor under a voluntary agreement, select *Voluntary Agreement* from the *Tax Scale* drop-down list of the *Taxation* tab on the Employee Record.



The payee is required to disclose their Commissioner's Instalment Rate. If the payee doesn't have one, you must use a rate of 20%.

If the payee's Commissioner's Instalment Rate is greater than or equal to 20% use the rate disclosed.

If the payee's Commissioner's Instalment Rate is less than 20% you must use 20% unless your voluntary agreement with the payee includes an agreement that their Commissioner's Instalment Rate will apply.

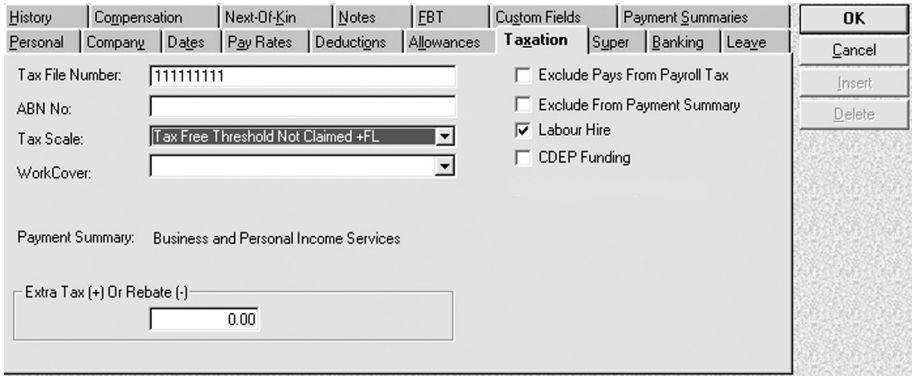
Payments under a Voluntary Agreement are reported on the *Payment Summary – Business and Personal Services*

Income, which can be filed electronically.

> **!** You cannot change an employee set up with Employee status to Contractor status. You must terminate the employee and then create a new employee record with Contractor status.

Labour hire workers

Labour hire payments are payments to a contract worker from a labour hire firm for work performed for a client of the labour hire firm. To set up a contractor as a Labour Hire worker, select **Labour Hire Worker** on the *Taxation* tab from the Employee Record. Note that this option is available only for contractors.

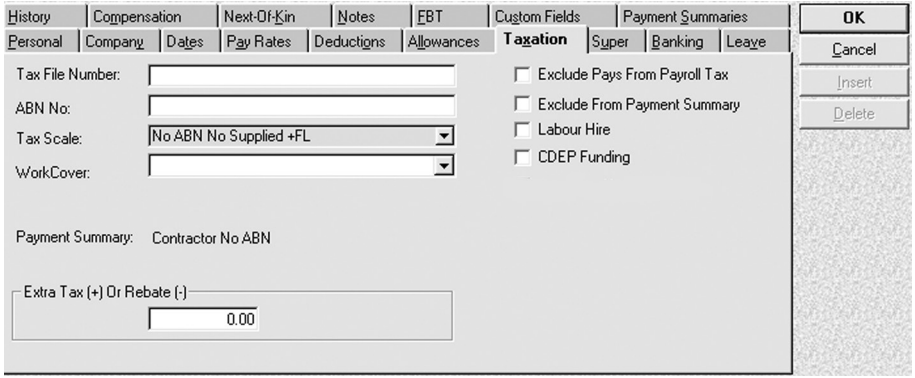


While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Labour Hire payments are reported on the *Payment Summary – Business and Personal Services Income*, which can be filed electronically.

Withholding where ABN not quoted

This tax scale applies to payments between two businesses where the business being paid does not quote an Australian Business Number (ABN) on invoices. In these cases, the payer must withhold an amount from the payment and submit it to the ATO. Select *No ABN No Supplied* from the *Tax Scale* drop-down list.



Where withholding has been made under this tax scale, you will have to print out and file the *Payment Summary – Withholding where ABN not quoted*. You cannot file the *Payment Summary – Withholding where ABN not quoted* electronically.

Tax File Number (TFN) not provided

If an employee does not provide a Tax File Number (TFN), you must deduct tax at the top marginal rate plus the Medicare levy, unless the employee is exempted from providing a TFN. If an employee is required to provide a TFN but does not, you must set the employee up with a *Tax File Number Not Provided* tax scale.

Exceptions – If an employee does not provide a TFN, but is in one of the following situations, do not select the *Tax File Number Not Provided* tax scale:

- Employees exempt from the requirement of providing a TFN.
  - Children under 16 who do not earn enough to pay tax.
  - Employees who receive a service pension from the Department of Social Security or Department of Veteran's Affairs. This does not include Newstart, Sickness, Partner or Parenting Allowances; Job Search or Special Benefit.
- Employees in the process of getting a TFN.

  If the employee has lodged a TFN Application Enquiry form with the ATO, you must allow 28 days for them to give you their TFN. During this 28-day period, you must treat their TFN declaration form as if a TFN has been supplied. If the ATO issues the employee an Interim Notice, you should continue to treat them as if a TFN has been supplied.

See the table below for the alternative and/or interim TFNs you need to enter, depending on the status of the employee.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Enter this TFN	When
000000000	The employee does not provide a tax file number. Select the “Tax File Number Not Provided” tax code
111111111	The employee has applied for a TFN. Update the employee’s TFN when it becomes available. If the employee does not provide a TFN within the 28 day period allowed, change the TFN and tax code to not provided.
333333333	The employee is under the age of eighteen and earns $489 or less monthly. Such employees are able to claim an exemption from quoting a TFN.
444444444	The employee is a recipient of a social security, service pension or benefit. Such employees may be able to claim an exemption from quoting a TFN.
987654321	The employee has quoted an incorrect or invalid TFN. Update the employee’s TFN when the correct one becomes available.

To apply a “Tax File Number Not Provided” tax scale.

1. Choose *Lists menu* > *Employees*.

2. Select the employee and then click **Edit**.

   Payroll Premier displays the *Edit Employee* window.

3. Click the *Taxation* tab.
4. Select the *Tax File Number Not Provided* tax rate from the *Tax Scale* drop-down list.
5. Click **OK**.

   If you are not advised of the employee's TFN within 28 days and there is no interim notice, you must deduct tax at the top marginal rate plus Medicare levy (as explained above) until you are provided with a TFN.

Non-residents

If an employee is a non-resident you must apply the Non-resident tax rates. An employee is non-resident if he or she answered No to the question "Are you an Australian resident for tax purposes" on the TFN Declaration.

To apply the non-resident tax scale:

1. Choose *Lists menu* > *Employees*.
2. Select the employee and then click **Edit**.

   Payroll Premier displays the *Edit Employee* window.

3. Click the *Taxation* tab.

4. Select *Non Residents* from the *Tax Scale* drop-down list.
5. Click **OK**.

Horticulture industry

If an employee qualifies as a Person Seasonally Employed in the Horticultural Industry and is subject to the 15% flat tax rate, apply the tax scale as follows:

1. Choose *Lists menu* > *Employees*.
2. Select the employee and then click **Edit**.

   Payroll Premier displays the *Edit Employee* window.
3. Click the *Taxation* tab.
4. Select *Flat 15%* from the *Tax Scale* drop-down list.
5. Click **OK**.

Workers Compensation and WorkCover

Payroll Premier can track all Workers Compensation or WorkCover (SA and QLD) claims and payments made for each employee. The *Compensation* tab lists all of the claims and payments for the employee. Whenever a compensation pay is processed, it appears here, along with a description of what it was for. In addition, for South Australia and Queensland users, Payroll Premier includes a list of current WorkCover rates and classifications and

calculates the amount of WorkCover liable for each employee.

Recording a payment or claim

You can also enter compensation payments when processing a pay and you can enter payments and claims through the employee record.

Review or edit a payment or claim

Workers Compensation or WorkCover payments and claims for an individual employee are listed on the employee record. Payments and claims for all employees are listed on the Workers Compensation list. You can review or edit existing claims or add new payments or claims through these windows.

Reports

The Compensation Report shows a listing of Workers' Compensation or WorkCover (SA and QLD) payments to your employees and claims made against your Workers' Compensation insurance company. The WorkCover Report shows how much WorkCover your company must pay.

WorkCover Rates

Payroll Premier includes a list of current WorkCover rates and classifications. It uses these to calculate the amount of WorkCover liable for each employee.

The WorkCover rate for each employee is selected on the Employee record *Taxation* tab.

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Child Support Scheme

If you have employees with Child Support Scheme obligations, you may have to withhold a certain amount from their wages and send this money to the Child Support Agency (CSA). If this is that case, you will be contacted by the Child Support Agency. If you receive a Notice to Deduct Maintenance Payments from an Employee's Salary or Wages you need to:

- Deduct the amount of child support specified at the same time you make instalment deductions;
- Send the deducted amounts to the CSA once a month with a payment advice slip.
- Do not change the amount that CSA has asked you to deduct unless CSA advises you in writing, or unless protected earnings (see below) prevents you from deducting the full amount.

How much to deduct

The CSA will send you a letter stating the amount your employee is required to pay. You are legally required to deduct the specified amount of child support from payments to your employee as directed, unless protected earnings apply.

You can only change the amount of child support that is deducted if the CSA advises you in writing, or if protected earnings apply. You must not change this amount even if your employee, their solicitor or anyone else asks you to. If you are in doubt, contact the CSA.

The protected earnings amount

You must not deduct a child support payment that leaves an employee with a net pay (after tax and child support deductions) of less than the protected earnings amount.

The protected earnings amount is adjusted annually to allow for increases in the cost of living. The CSA will advise you each December of the new amount for the next calendar year. For details on the protected earnings amount, refer to your CSA documentation.

Applying the protected earnings amount

Child support is deducted after tax and before other deductions such as superannuation, health fund and loan repayments.

1. Deduct the employee's income tax instalment.
2. Set aside the protected earnings amount.
3. Deduct the child support payment, or as much as can be paid.
4. The remaining pay and the protected earnings amount can be paid to the employee.

If the full amount cannot be deducted due to protected earnings, deduct the maximum amount possible. You will need to send this amount to the CSA with a Variations to Maintenance Deductions form. The CSA will send you this form on request or it can be downloaded from their website at: http:// www.csa.gov.au. The employee has to make up the amount not deducted by paying it directly to the CSA, not through you.

To set up a child support deduction for an employee

1. Choose *Lists menu* > *Employees*.
2. Select the employee and then click **Edit**.

   Payroll Premier displays the *Edit Employee* window.
3. Click the *Deductions* tab.
4. Select *Child Support* from the *Deduction List* drop-down list.

   If you don't have the Child Support deduction set up, enter *Child Support* and then press **Tab**. Click **Setup** on the *Quick-Add* window to add it to the *Deductions List*.
5. Enter the amount in the *Amount* column.

   Do not deduct a child support payment that leaves an employee with a net pay (after tax and child support deductions) of less than the protected earnings amount.
6. Click **OK**.

   Payroll Premier will deduct the child support when the employee's pay is processed. Note that you must deduct child support from the advance payment of wages or salary. For example, when an employee goes on leave and receives an advance payment.

Court order for salary garnishee

To set up garnishee payments for an employee so that the payments come out of each payroll:

1. Choose *Lists menu* > *Employees*.
2. Select the employee for whom you wish to apply the salary garnishee.
3. Click the **Employee** menu button and choose *Edit*.
4. Click the *Deductions* tab.
5. Enter *Garnishee* in the *Deduction* column.
6. Enter the garnishee details in the *ID* column.
7. Enter the garnishee amount in the *Amount* field.
8. Select *No* in the *Ex Tax* field.
9. Click **OK**.

   After the pay has been processed, the garnishee amount will show up as a deduction in the Deductions Report.

   Alternatively, if the garnishee is a one time only payment, you could enter it when you process pays by editing the pay.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Rebates and Family Tax Assistance

Rebates reduce tax payable and are spread out over the year in weekly instalments. Family Tax Assistance (FTA) allows families with dependent children to pay less tax by increasing the tax-free threshold.

If an employee claims FTA or a rebate in the Rebates and Family Tax Assistance question on the TFN Declaration, you must adjust the employee's payroll as follows:

1. Calculate the rebate or FTA amount the employee will receive each pay period.
2. Choose *Lists menu* > *Employees*.
3. Select the employee and then click **Edit**.
4. Payroll Premier displays the *Edit Employee* window.
5. Click the *Taxation* tab and enter the amount calculated in Step 1 as a negative figure in the *Extra Tax Contribution or Rebate (-)* box.

CDEP payments

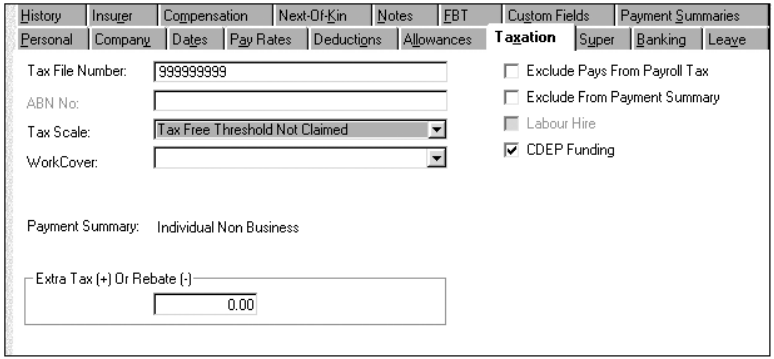
The Community Development Employment Project (CDEP) provides job opportunities in community organisations across Australia. Wages paid with funds from the CDEP program must be tracked and recorded on a separate line on the employee payment summary. When the CDEP Funding option is selected, a CDEP pay rate will appear in the Employee Record on the Pay Rates tab.

To record CDEP payments:

1. Choose *Lists menu* > *Employee List*.
2. Select the employee and click **Edit**.

   Payroll Premier displays the *Edit Employee* window.
3. Click the *Taxation* tab to select the *CDEP Funding* check box.

   This allows you to select a CDEP pay rate.



4. Click the *Pay Rates* tab.

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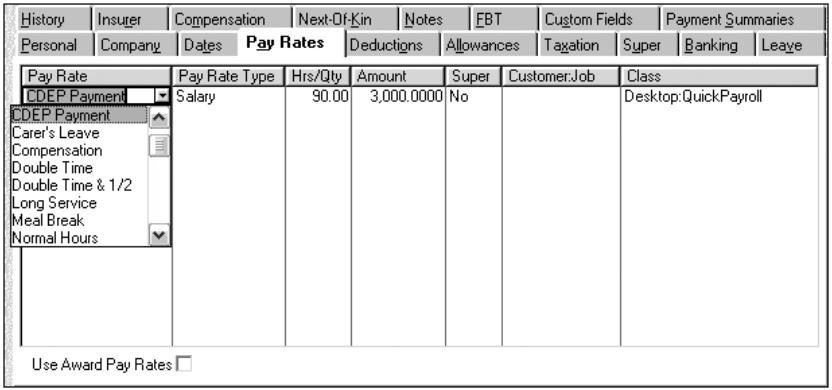

5. Select *CDEP Payment* from the *Pay Rates* column and enter the payment details.

   If the CDEP payment is a one-time payment, you can record the payment when you prepare the pay using the *Pay Details* window. When you issue payment summaries, CDEP amounts will be shown separately.

Higher Education Loan Programme (HELP)

(Formerly known as the Higher Education Contribution Scheme, or HECS.)

Additional tax instalment deductions may be necessary for some individuals with a HELP debt. Use a HELP tax scale for any employee who has provided you with a TFN Declaration and the employee:

- Has answered Yes to having an accumulated HELP debt
- Has not crossed box A
- Has weekly earnings exceeding the minimum threshold
- Has not claimed a HELP exemption or Medicare Levy Variation Declaration

To apply a HELP tax scale:

1. Choose *Lists menu* > *Employees*.
2. Select the employee and then click **Edit**.

   Payroll Premier displays the *Edit Employee* window.
3. Click the *Taxation* tab.
4. Choose a tax scale from the *Tax Scale* drop-down list that applies to the employee's situation.

   See "What tax scale do I choose?" on page 186 for details about the tax table to choose.

   Payroll Premier will apply the correct calculations for tax when you process the employee's pay.

Student Financial Supplement Scheme

In previous years, tertiary students could obtain additional loans to cover educational expenses while they studied under a voluntary loan scheme. These additional loans are called Financial Supplement debts and are separate

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from HELP debts.

Five years after the loan is taken out, the ATO becomes responsible for collecting the outstanding loan and the loan becomes an accumulated Financial Supplement debt.

Compulsory repayments of accumulated Financial Supplement debts are made through the tax system when the student's taxable income reaches the minimum threshold.

Individuals with an accumulated Financial Supplement debt may need to have additional amounts withheld from their pay cheques under the PAYG withholding system.

When do I have to withhold the SFSS component?

You must withhold an SFSS component when a payee has answered Yes to the question "Do you have an accumulated Financial Supplement debt?" on their Tax file number declaration and has earnings over the specified limit.

The SFSS component is to be withheld from all earnings, including taxable allowances, bonuses and commissions. Do not withhold any amount for SFSS from lump sum termination payments. Amounts withheld for SFSS are included on the payee's PAYG payment summary and in the PAYG withholding box on your Business Activity Statement. It is not shown separately.

To withhold an amount, you need to select a specific tax scale that applies to the individual employee's circumstance.

To apply an SFSS tax scale:

1. Choose *Lists menu* > *Employee List*.
2. Select the employee and click **Edit**.

   Payroll Premier displays the Edit Employee window.
3. Click the *Taxation* tab.
4. Choose a tax scale from the *Tax Scale* drop-down list that applies to the employee's situation.

   See "What tax scale do I choose?" on page below for details about the tax table to choose.

   Payroll Premier will apply the correct calculations for tax when you process the employee's pay.

What tax scale do I choose?

For Payroll Premier to include SFSS and/or HELP liabilities in its tax calculations, you need to choose a tax table that applies to the employee's situation. The table below identifies the tax table to choose according to a scenario.

If an employee has a	Choose
HELP debt but is not claiming the tax free threshold	HELP-TFT Not Claimed

If an employee has a	Choose
HELP debt and is also claiming the tax free threshold	HELP-TFT-Claimed
HELP debt but is not an Australian resident	HELP-Non Residents
HELP debt and can claim a full Medicare exemption	HELP-Full Medicare Exemption
HELP debt but can claim a half Medicare exemption	HELP-Half Medicare Exemption
SFSS debt and is not claiming the tax free threshold	SFSS-TFT Not Claimed
SFSS debt but is claiming the tax free threshold	SFSS-TFT Claimed
SFSS debt but is not an Australian resident	SFSS-Non Residents
SFSS debt and can claim a full Medicare exemption	SFSS-Full Medicare Exemption

If an employee has a	Choose
SFSS debt and can claim a half Medicare exemption	SFSS-Half Medicare Exemption
HELP and SFSS debt but not claiming the tax free threshold	HELP/SFSS-TFT Not Claimed
HELP and SFSS debt and claiming the tax free threshold	HELP/SFSS-TFT Claimed
HELP and SFSS debt but is not an Australian resident	HELP/SFSS-Non Residents
HELP and SFSS debt and claiming a full Medicare exemption	HELP/SFSS-Full Medicare Exemption
HELP and SFSS debt and claiming a half Medicare exemption	HELP/SFSS-Half Medicare Exemption

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

WORKING WITH REPORTS IN PAYROLL PREMIER

6

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Payroll Premier's reports provide you with the information your need to manage your company's payroll operations. This chapter provides an overview of how to work with reports in Payroll Premier so you can better perform your payroll functions.

Working with reports in Payroll Premier

Payroll Premier includes a powerful report writing feature that allows you to access all sorts of information about your payroll. You can view information about employee pays, detail about an individual's pay, pay slips, banking, superannuation, taxation, leave and more.

This chapter aims to introduce you to the basic tasks associated with working with Payroll Premier reports.

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While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Accessing reports in Payroll Premier

There are many places from which you can open reports in Payroll Premier. Following is a brief outline of these locations, followed by an overview of the Reports List, the most common area from which to access reports.

Where you can open reports in Payroll Premier

You can access reports in Payroll Premier from:

- *Reports* menu

  Choose *Reports* menu and then make a selection from the list of available reports. Note that you can also use this to access memorised reports.

- *Reports List*

  Choose *Reports menu* > *Reports List* to access all Payroll Premier's reports, including customised reports. The *Reports List* also provides quick access to report functions such as printing, editing and deleting reports.

- Payroll Premier navigators

  Each navigator features a list of reports that relate to the actual navigator. These lists are based on the most commonly used reports for each section.

- Lists

  Many lists give you access to reports such as Employee, Pays, Deductions, Allowances, Sundries and Workers

Compensation.

- Process payroll time

  After you finish processing your payroll it is the ideal time for you to print your pay slips and reports, such as the Pays report, Banking report, PAYG report, Payroll tax and your Superannuation report. You simply choose the reports you want to print from the *Print Pay Reports* window that appears after your payroll has been processed.

- Report Wizard

  The Report Wizard (accessed through *Wizard menu* > *Create Reports*) takes you step-by-step through the process of creating whatever kind of custom report you need.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Default dates when opening reports

The tax-related reports in Payroll Premier should be generated based on the Date Paid. This is because the tax-related payments should include those pays which have actually been paid to the employee during the financial year (i.e. from 1 July to 30 June of the following year). The tax-related reports are:

- Activity statements
- PAYG tax
- Payment summaries
- Payroll tax

In some cases, the Date Paid and the Pay End Date may be the same date. In other cases, the Date Paid may fall within the pay period, which is normally the case for monthly-paid employees. However, where the scheduled Date Paid is after the Pay End Date, the preference within *Preferences menu* > *Printing* should be set to Date Paid. This is because a pay period may have a pay end date in one financial year and the date paid for the same pay appearing in another financial year.

Using the Reports List

A major access point for Payroll Premier reports is the *Reports List*. You can use the *Reports List* to open, edit, add,

delete, copy and print reports. To open the *Reports List*, choose *Reports menu* > *Reports List*.

The *Reports List* window displays a list of the preset reports and any reports that you have created, customised or renamed.

Tabs on the window's left organise reports into a series of categories from which you can choose the type of report you wish to generate. The *User Defined* tab lists any new reports that you add, or preset reports that you modify.

!

Sort order and filter changes that you make to reports are available when you access the reports through the *Report List* or if you save the changes to the memorised report list only. Payroll Premier does not recognise these changes when you access reports from the Reports menu.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Using preset reports in Payroll Premier

Payroll Premier includes a comprehensive list of reports to support your payroll tasks. You can customise these after opening them if you need to fine tune your data. See “Customising the look and contents of reports” on page 200.

Following is a list of the more commonly used Payroll Premier preset reports.

Frequency	Report	Description
Every pay run	Pay Slips	Provides pay slips you can hand to your employees. You can print 1, 2 or 3 pay slips on a page.
	Pays (Pay list)	Provides all of the pay details for the current pay run, including the gross pay, tax, deductions, allowances, hours and net pay for each employee.
	Banking reports	Provide the information you need to pay your employees, whether by cash, cheque, EFT or a combination of methods. Shows the amount to pay each employee and how to pay them, including employee bank account information.
	PAYG Tax	Shows how much PAYG you have to pay by employee and in total.

Frequency	Report	Description
	Payroll Tax	Shows you how much payroll tax your company must pay, by employee and in total. Also shows the amount of super and any allowances excluded from payroll tax calculations.
	Superannuation	Shows how much superannuation you have to pay to each super fund and for which employees. Also informs the super fund when there is a new employee.
	Deductions	Shows the deductions taken from employees' wages and provides the information you need to pay out the deductions (for example—union fee deductions).
	WorkCover	Shows you how much WorkCover your company must pay, by employee and in total.
	Time In Lieu	Shows how many hours an employee can claim as time off in lieu of pay for extra hours worked.
Quarterly or monthly	Activity Statement Details	Provides you with the information you need to fill out your Business Activity Statement or Instalment Activity Statement.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Frequency	Report	Description
Annually	Payment Summary reports	Prints your Payment Summaries, Payment Summary Deduction Report, Reconciliation Statement and ETP Payment Summaries.
	Reconciliation Statement	Shows how much PAYG should have been paid each month, so that you can make sure the total payments you have made equal the total of the amounts shown on the Payment Summaries you have issued for the year.
	Magnetic Media Info Form	Provides a copy of the form that must accompany your EmpDupe file to the ATO. Make sure that all details have been filled out correctly.
As needed	Audit Trail	Provides a list of changes made to the company data file, who they were made by and when they were made.

No data on your reports?

If you open a report and it doesn't show any information, it is usually because:

- There is no payroll information for the date range you specified. Try changing the dates to see if any payroll information appears on the report.
- The **Filters** you have specified do not match any payroll information. Try changing the filters to see if any payroll information appears on the report.
- The **Sort Order** you specified results in no payroll information being found. Try changing the Sort Order to see if any payroll information appears on the report.

Creating a new report from scratch

Despite the many preset reports you can already generate in Payroll Premier, there may be times when you need to create a new report from scratch.

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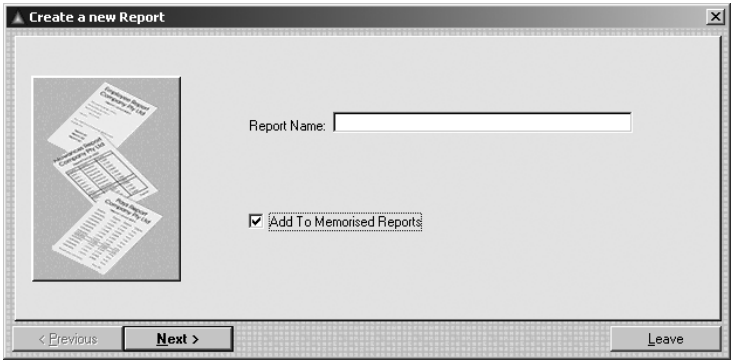


The easiest way is to use the *Reports Wizard*. The *Reports Wizard* takes you through the process of adding a new report step-by-step, ensuring that you complete every step.

1. Choose *Wizard menu* > *Create Reports*.

   The *Create a new Report* window opens.

2. Follow the onscreen instructions:

   - Select the *Add to Memorised Reports* check box to save the report to the *Memorised Reports List*. If you do not select this option, Payroll Premier will only save your report to the *User Defined* tab in the *Reports List*.
   - Press **F1** to access the in-product Help for any open window.

3. Click **Finish** when you have completed all the sections.

   Payroll Premier generates the report and allows you to make any additional changes before saving it.

4. Make any changes that you see fit.
5. Click **Save** to save any additional changes.

Customising the look and contents of reports

You can customise your reports to have your payroll data presented in a format that best suits your situation. You can:

- Change the type face (font)
- Adjust the width of a column
- Add or remove columns
- Change how Payroll Premier displays numbers
- Create or change subtotal groupings
- Change the sort order

You can customise a report once it is open in the Report Writer and you have turned on Edit Mode. The following sections show you how to perform basic edit functions:

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

- Editing a report
- Setting report properties
- Filtering a report
- Sorting a report
- Changing font properties
- Reorganising a report

But first, let's take a look at the starting point for modifying a report: the *Edit Report* window.

Edit Report window – the starting point for modifying a report

To customise any report (other than sorting) you must be in an open report with edit mode activated.

Activating edit mode enables the **Filter**, **Add**, **Delete** and **Font** icons. You can activate edit mode by clicking the **Edit Reports** icon.

The Report Writer Toolbar

The Report Writer has a toolbar that provides you with access to various functions, most of which you can also access from the *Report Writer* menu.

Most Report Writer functions are disabled until you click the Edit Reports icon.

Menu item	What it does
Properties	Clicking **Properties** opens the *Report Properties* window. Use the *Report Properties* window to name the report, set printing and page options, subtotalling and totalling and when to start a new page. See “Setting report properties” on page 205 for more details.
Sort	Clicking **Sort** opens the *Report Sort Order* window. Setting a sort option affects the whole report and sets what fields Payroll Premier will use to calculate a sub total. See “Sorting a report” on page 211 for more details.

While we try to provide you with the solution you need, we can’t promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Menu item	What it does
Edit	Clicking **Edit** puts you in edit mode and allows you to preview and edit the report. Payroll Premier enables the **Filter**, **Add**, **Delete** and **Font** icons only after you have clicked **Edit Report**. To edit any field on the report, click to select the field and choose *Activities menu* > *Edit Item* or click the right mouse button.
Filter	Clicking **Filter** opens the *Report Filter* window. Filtering is a powerful report customising tool that allows you to specify exactly what appears on a report. You can filter by date, activity, employee, or any other criteria that you specify. You can create almost any kind of report you want. See “Filtering a report” on page 207.
Filer – Add	Clicking **Add** opens the *Object Properties* window, which allows you to add a column, data field, calculated field, text, image, box or line. See “Adding and changing fields or graphics” on page 213 for details.
Delete	Clicking **Delete** allows you to delete a selected item, field, image or other object on the report. See “Deleting an item” on page 220 for details.
Font	Clicking **Font** allows you to change the font of any columns, headings and fields on a report. See “Changing the font properties” on page 213 for details.

Menu item	What it does
Previous/ Next	Clicking **Previous** displays the previous page of a multiple-page report. Clicking **Next** displays the next page of a multiple-page report.
Zoom	Clicking **Zoom** allows you to zoom in on a report. You can select the viewing size. 100% zoom means you want to see the report at the same size as it will print out, 50% zoom means you want to view the report at 50% of its actual size.
Print	Clicking **Print** opens a print window that lets you specify the report pages to print and how many copies before actually printing the report.
Save	Clicking **Save** allows you to save a new report, or save changes you have made. If you are modifying a preset default report you will be able to save your edited version as a memorised report. • To include the report in the *Memorised Reports List*, click the *Add to Memorised Reports* check box. • If you have made changes to a preset default report, when you click **Save**, a message will ask you if you want to save the report as a memorised report. • To save the changes as a separate memorised report, click **Yes**. Memorised reports will be listed on the *Payroll Premier Reports* menu under Memorised Reports and under the *Reports List – User Defined* tab. • If you want to change the preset report, click **No**.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Sort order and filter changes are not recognised in the default (preset) Payroll Premier reports when they are run from the *Payroll Premier Reports* menu. However, the changes are recognised when the reports are opened from the Reports List.

Basic Filtering

You can perform basic filtering by selecting from the *Dates*, *From, To* and *Custom* drop-down lists under the Report Writer toolbar. To change the *From* or *To* dates, you must first select *Custom* from the *Dates* drop-down list. Refer to “Filtering a report” on page 207 for details.

Setting report properties

Properties of a report include the report’s name, printing and page options, totalling, subtotalling and when a new page is started. You can set these up from the *Report Properties* window.

Open the *Report Properties* window from one of the following locations:

- *Report List* by clicking **Add** or **Copy**.
- Report Writer toolbar by clicking the **Properties** icon on the toolbar.
- Report Writer *Activities* menu by selecting the **Report Properties**.

The *Report Properties* window has four tabs:

- General

  Allows you to specify a name for the report, paper size, whether it will print to paper or to an export file and if you wish to add it to memorised reports.

- Page Alignment

  Allows you to specify the orientation, printing start position and printing scale.

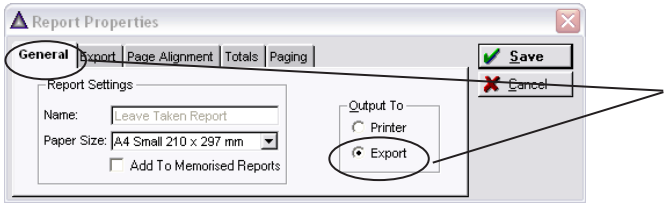
- Totals

  Allows you to specify how to deal with totals included in reports. This includes whether to include some fields in calculations for totals, whether to print them or reset sub totals.

- Paging

  Allows you to enable/disable auto paging, divide pages and specify section heights.

An additional *Export* tab appears when you select the *Export* radio button on the *General* tab. This allows you to specify the file name, type, separators and terminators used for an export file.



You can enable the *Export* tab by selecting the Export radio button on the *General* tab.

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In-product Help is provided for each tab and is available by pressing **F1** anywhere in the *Report Properties* dialog.

Filtering a report

Filtering is a powerful tool that allows you to specify the scope of information that displays on a report. For example, you might only want a report to display details for employees from a specific department, or for a specific period of time. There are two levels of filtering:

1. Basic Filtering

   This is performed by using the *Dates, From, To* and *Custom* drop-down lists under the Report Writer toolbar to specify a period for which you wish to view data.

2. Advanced Filtering

   This is performed from the *Report Filter* window, which gives you more advanced filtering options. You can open the *Report Filter* window by choosing *Activities menu* > *Set Filter Options*.

Basic filtering

The *Edit Report* window provides some simple report filters. These are located directly below the main toolbar.

Field	What it does
Dates	Specifies the period for which the report displays information. This can be anywhere from *Today* to *Last Financial Year*. Payroll Premier will adjust the *From* and *To* fields accordingly. For example, if you select *This Financial Year*, Payroll Premier will draw data from the period 1 July of the previous year through to 30 June of the current year. Select **Custom** if you want to change the *From* and *To* dates.
From/To	These two dates represent the beginning and ending date for the report, which Payroll Premier populates automatically based on what you selected from the *Dates* drop-down list. If you select *Custom* from the *Dates* drop-down list, you can enter the dates directly or click the drop-down list to display the *Q-Calendar* window.
Custom Field	The *Custom* field is the drop-down list to the right of the *To* field. The title of the custom field changes depending on the report you are previewing. For example, if you are previewing the PAYS report, this field will change to *Employee* and will contain the status list. The *Custom* field allows you to select an additional filter from the drop-down list, resulting in a report with a more limited scope.

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If creating a payment summary report, the ATO requires you to generate a report based on the Date Paid. This avoids a situation where a Date Paid and Pay End Date fall in two different financial years because actual payment occurs a day or two after the pay period.

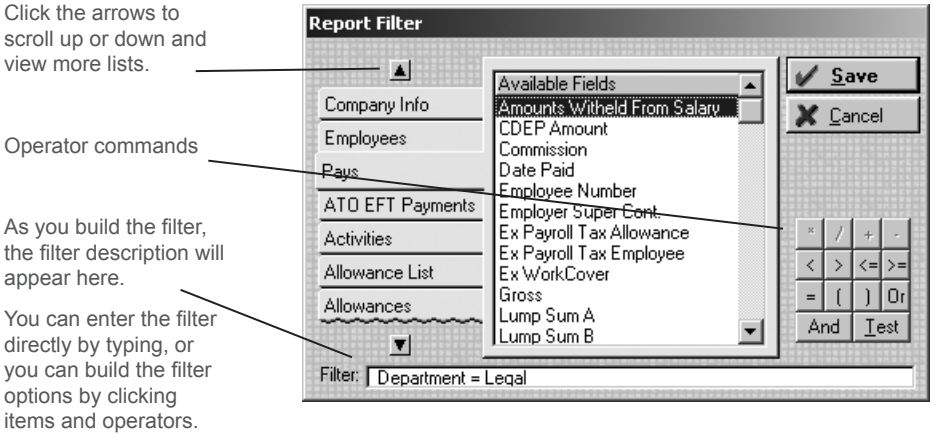
You need to define this setting from the *Preferences* window, rather than on the report itself. Choose *Edit menu* > *Preferences* to open the *Preferences* window, then select the Printing preferences icon. For the *Print By* drop-down list you need to choose *Date Paid*.

Some reports in Payroll Premier are not set up to print by Date Paid. This means that Payroll Premier will grey out the option to generate any report defaulting to date paid when your print by preferences are set to pay end date.

Advanced filtering

You can do more advanced filtering on reports from the *Report Filter* window. The *Report Filter* window gives you more control than the basic filtering options described earlier.

You need to be in edit mode to access the *Filter* window (click the **Edit Report** icon from the open report). Choose *Activities menu* > *Set Filter Options* to open the *Report Filter* window.



To set up advanced filtering for the report using the Report Filter window:

1. Click the payroll item tab that you want to filter on the left side of the window. Scroll up or down to display more payroll items.
2. Select the field you wish to use as a filter from the *Available Fields* column.

   Payroll Premier moves the field you select to the *Filter* field below.
3. Select an operator command.

   Refer to the in-product Help for examples of operators.

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4. Enter a qualifier for the filter.

   For example, when you create a report showing employees paid more than $500, enter *GROSS >500*. In this case, *500* is the qualifier.

5. For a more complex filter, select another operator and repeat the above steps.

6. Click **Save**.

   Payroll Premier generates the report using your filter options.

Sorting a report

You can sort reports by one, two or three columns. For example, Payroll Premier sorts the default Pays report by employee number (first sort criterion) and then by date (second sort criterion). You can change that, for example, to sort by employee name and gross pay.

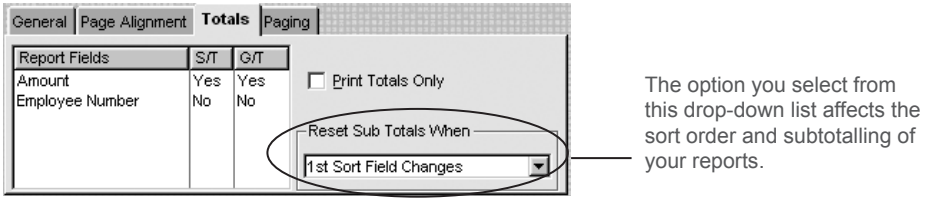
From edit mode (click the **Edit Report** icon whilst in an open report), choose *Activities menu* > *Set Sort Order* to open the *Report Sort Order* window and begin modifying the sort options in a report.

Field	What it does
Sort By This Field	Select the first field to sort the report by. The fields available are the ones that have been placed on the report.
Then By This Field	If you want to sort by another field as well, select another field from the *Then By This Field* list. To sort by a third field, select a field from the last drop-down list.

Subtotals

The sort option affects the whole report and determines which fields Payroll Premier will subtotal on. For example, with employee number selected in the *Sort By this Field* list, Payroll Premier will start a new subtotal each time the employee number changes.

This behaviour also depends on the setting you have for the *Reset Sub Totals when* option in the Reports Preferences.



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Changing the font properties

You can change report fonts in any report using the Report Writer. You can change the font for all columns and objects once they are placed on a report. A column can only have one set of font properties. You cannot change the font properties of a single field within a column.

To change the font of an item:

1. Make sure you have a report open in edit mode.
2. Select the column or object.

   A group of red dots will appear around an item when it is selected.
3. Click the **Font** icon on the toolbar.
4. Select the desired font properties and then click **OK**.

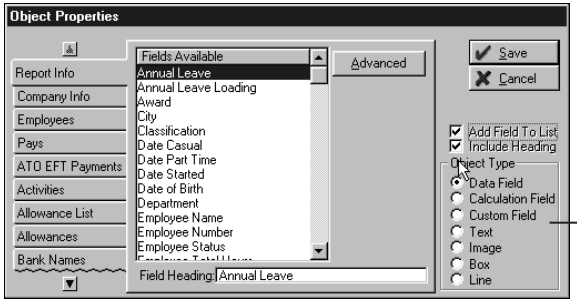
Adding and changing fields or graphics

You can add, delete, or modify fields or graphics on your report by using the Report Writer *Object Properties* window.

Click the **Add** icon or choosing *Edit menu* > *Edit Item* to display the *Object Properties* window.

The *Object Properties* window allows you to set up the properties for objects on the reports. An object can be a column, data field, calculated field, text, image, box or line.

All of the available fields for the selected payroll item are listed in this window.



Select the type of object that you are editing or adding to the report.

To learn about...	Type in the Help Index...
Changing properties of an existing object on a report	Object properties
Adding a new object on the report	Object properties

Reorganising your report

Once your report includes the information you need, you can customise it further by:

- Changing the column order

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- Changing the column width
- Aligning fields
- Resizing an object
- Moving an object
- Deleting an item

The report must be in edit mode before you can reorganise columns and other items on the report. To switch to edit mode, click the **Edit Report** icon.

Changing the column order

You can reorder the column's position from an open report.

1. Select the column you want to reorder.

   Payroll Premier highlights the column in blue.

2. Press the **SHIFT** Key and press one of the arrow keys to move left or right.

You can also reorder the column's position from the *Object Properties* window.

1. Right-click to select the column you want to move to display the *Object Properties* window.

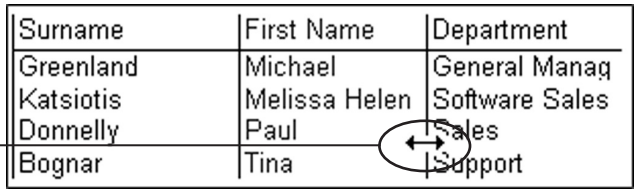
Alternatively you could select the column and then choose *Edit menu* > *Edit Item*.

2. Click **Advanced** and then select or enter the position of the column in the *Position of Field on List* drop-down list.

Changing column width

Click the dividing line for the column and drag it to your desired width.

When you click on the column divider, your cursor will change into the double arrow. Drag the column to the desired width.



This is similar to the way you would work in an Excel spreadsheet.

Aligning fields

The *Align Fields* window allows you to line up data and text fields, boxes, lines and graphics, or make them all the same width, height, or font. This feature is particularly useful when you are adding new fields or items to a report.

1. Select the first field you want to align.

   Payroll Premier will place a group of red dots around the selected field.

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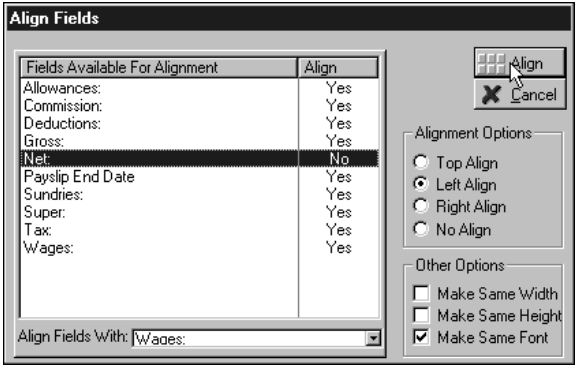
2. Press the **Ctrl** key, then select the other fields that you wish to align.

   Payroll Premier indicates the selected fields or items by blue dots.

3. Choose *Edit menu* > *Edit Item* to display the *Align Fields* window.



4. If you don't want to align the selected fields, click the align column against the relevant field to change the align option to **No**.

5. If you do want to align the selected fields, select the *Align Options*.

   - *Top Align* aligns the tops of the fields with the field selected in the *Align Fields With* drop-down list. Select this option for fields that are in a horizontal line.

- *Left Align* aligns the left sides of the fields with the field selected in the *Align Fields With* drop-down list. Select this option for fields that are in a vertical line.
- *Right Align* aligns the right sides of the fields with the field selected in the *Align Fields With* drop-down list. Select this option for fields that are in a vertical line.
- *No Align* leaves the alignment of fields as it is. Select this option when you only want to select one of the *Other Options*.

6. Select the *Other Options*.
   - *Make Same Width* – changes all field widths to the same width as the field selected in the *Align Fields With* drop-down list.
   - *Make Same Height* – changes all field heights to the same height as the field selected in the *Align Fields With* drop-down list.
   - *Make Same Font* – changes all fonts to the same font as the field selected in the *Align Fields With* drop-down list.
7. Select the field that you want to align with the rest of the fields from the *Align Fields With* drop-down list.
8. Click **Align**.

   Payroll Premier aligns or adjusts the fields as indicated.

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Resizing an object

You can resize all objects – data and text fields, boxes, lines and graphics – once they are on a report.

To resize an object:

1. Click the item to select it.

   Payroll Premier displays a group of red dots around the object you select.

2. Place the mouse pointer on a dot.

   Click and hold the left mouse button down.

   Move the mouse to expand or contract in the direction that the mouse is moved.

3. Release the mouse button.

   Payroll Premier resizes the object.

Moving an object

You can move all objects – data and text fields, boxes, lines and graphics – once they are on a report.

To move an object:

1. Select the object.

Payroll Premier displays a group of red dots around the object.

2. Place the mouse pointer anywhere in the object. Click and hold the left mouse button down.
3. Move the mouse and the object moves in the same direction as the mouse pointer.
4. Release the mouse button.

   The field moves to the mouse pointer's final location.

Deleting an item

You can delete any items – columns, data and text fields, boxes, lines or graphics – from a report.

To delete an item:

1. Select the item.

   Payroll Premier displays a group of red dots around an item that you select. If you select a column, the selected column will be highlighted in blue.

2. Click the **Delete** icon on the toolbar, or choose *Activities menu* > *Delete Item*.
3. Click **Yes** to delete the field when Payroll Premier displays the warning window.

Printing and exporting reports

You can print a report to your printer or export it to a file for use in a word processor, spreadsheet or accounting

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program.

Printing reports

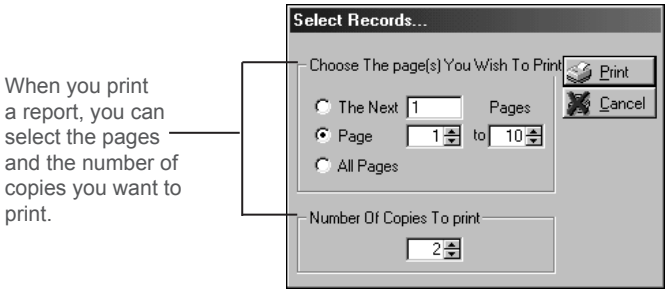
1. Choose a report from the *Reports List* or from a Payroll Premier navigator.

   Report Writer displays the report.

2. Click the **Print** icon.

   Alternatively, choose *File menu* > *Prin*t.

   Payroll Premier displays the *Select Records* window.


When you print a report, you can select the pages and the number of copies you want to print.
Select Records...
Choose The page(s) You Wish To Print
Print
Cancel
The Next 1 Pages
Page 1 to 10
All Pages
Number Of Copies To print
2

3. Specify the page(s) and number of copies you want to print, then click **Print**.

   Your printer prints the report.

Exporting report data

If you want to export your payroll data to a spreadsheet or word processing program, or an accounting program other than Reckon Accounts and you know the required file format, you can create a custom export file. This is done by creating a “report” that prints to a data file, instead of to your printer.

1. Create a report.

   For a spreadsheet or word processor application, create the report with details you want.

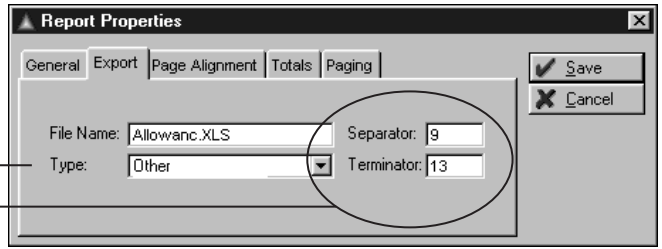
   For accounting applications, create a report with information specified by the target application’s file format requirements.

2. Choose *Activities menu* > *Report Properties* to display the *Report Properties* window.

3. Click the *General* tab and select the *Export* radio button in the *Output To* frame.

   Payroll Premier enables the *Export* tab.

The *Separator* and *Terminator* can only be selected when you select *Other* as the file *Type*.



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4. Enter a name for the export file.

   Payroll Premier saves the file to the *C:\Program Files\QPRollv19\Reports* folder by default.

   You can save the file to a different location by typing the location with the file name. For example, enter *A:\allowance.xls* (after you select the Type of file) to save a file named *Allowance* directly to a floppy disk.

5. Select the type of file you wish to print the report to from the **Type** drop-down list.

   If you cannot choose the selected type of file, choose *Other*. This will allow you to specify what character should separate each item and what character should separate each record. The characters need to be specified as ASCII values.

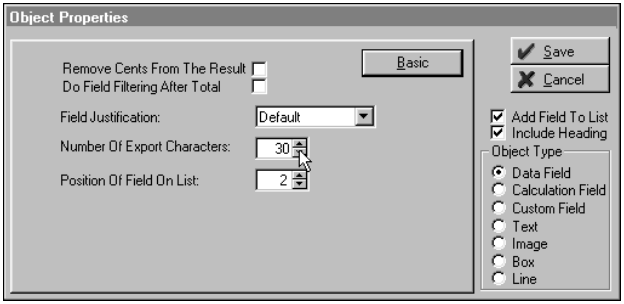
6. If selecting *Other*, enter the correct export setting based on the program for which you wish to export your report. Refer to the target application's user guide for the correct export settings.

7. Set the field lengths.

   Some programs restrict the lengths of certain fields they can display, such as an address field. You can restrict the number of characters in a field to export by selecting the number of characters on the *Object Properties* window – *Advanced* section.

   To change a field length, right-click on the field, or click to select the object and then choose *Edit menu* > *Edit Item*. Click **Advanced** on the *Object Properties* window.

Available advanced options will vary depending on the object type selected.



In the *Number of Export Characters* box, enter or click to select the maximum number of characters to be exported.

8. Click **Save**, then exit from edit mode.
9. Choose *File menu* > *Print* to export the file.

   Payroll Premier prints the report to a file consistent with the setting you have just defined. Remember that Payroll Premier saves the file to the *C:\Program Files\QPRollv23\Reports* folder by default, unless you specified an alternate location earlier in this process.

While we try to provide you with the solution you need, we can't promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

SOLVING PROBLEMS AND GETTING PRODUCT SUPPORT

7

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Contacting Reckon 231

If you can't solve a problem you're experiencing with Payroll Premier, you can get help from Reckon's technical support team by telephone or email. Reckon also provide a website with a database of support articles, as well as a directory of Reckon Accredited Professional Partners.

Technical support options and Reckon services

Reckon Advantage

Reckon Advantage membership entitles you to free weekday technical and installation phone support, product upgrades and special offers. Terms and conditions apply. For more information, visit www.reckon.com.au/support.

Fee-based services

Reckon offers a number of support plans to meet your individual needs.

Timed Call Support: A one-off support call that is charged by the minute. For instant help during business hours, ring our telephone support service for the advice you need.

Data Recovery: If your Payroll Premier data file becomes damaged, we can provide data recovery service, which is available for a fee.

Password removal: If you forget your Administrator password, we can remove your password so you can access your important data, a service that is also available for a fee.

Reckon's website

The Reckon website, (www.reckon.com.au), provides answers to many Payroll Premier questions, important product updates, and access to help through the Knowledge Browser, an online technical support database.

If you're connected to the Internet, you can access the Reckon website directly from the Help menu in Payroll Premier.

Reckon Accredited Partners

Developing a strong, knowledgeable network of professionals is an important part of our commitment to delivering exceptional support to our Payroll Premier customers. Whatever your individual needs may be, Reckon has an expert to help.

The Reckon Accredited Partners referral service is free. The professional you select will provide you with information about their fees.

If you are an accountant, bookkeeper, or computer consultant, consider becoming a member of this unique community. To find a Reckon accredited partner, or to become one yourself, visit the Reckon website. Details for contacting Reckon Australia are provided below.

Talking to a technical support representative

Be prepared when you call

If you need to call for assistance, you will get an answer quicker if you:

- Make sure you have registered your copy of Payroll Premier and have your registration details and customer ID number ready. (It's a good idea to have written this down in the front of this User Guide following registration.)

- Are at your computer with Payroll Premier running.
- Try to remember the windows you opened and the tasks you did before encountering the problem. Know the exact wording of any message that appeared in the window(s).
- Have user rights to your data file set up so that you can access all areas of Payroll Premier.
- Have a pencil and paper handy to take notes.
- Have the following information ready when you call:
  - Model of computer and amount of memory (RAM) and hard disk space
  - Accessory manufacturer, type and model (for example, monitor or printer)
  - Operating system version
  - Network configuration and software version

Solving problems on your own

We recommend you back up your Payroll Premier data file before you start. See “Backing up your data file” on page 18 for more information.

While we try to provide you with the solution you need, we can’t promise that the information set out above is totally error free or will necessarily resolve or be suitable to meet your specific circumstances.

Guidelines for solving typical problems

Use the following examples as a guide to solve the problems you have.

Try the procedure again

Start at the beginning. Examine windows where you filled in fields to be sure you are asking the program for what you want.

For example, if payments you just entered are not showing on your payment summaries, you should ask questions such as:

- Are my preferences for payment summaries set to include Date Paid?
- Does this problem occur with only a payment summary for one particular employee?
- Have you changed any files on the report? (Try to create a new report from scratch to see if the problem is solved.)

Try a related procedure

For example, if you have a printing problem:

- Ensure the printer is working by trying to print something else. If you have trouble printing cheques, try printing a report. If you can’t print one of the sales forms, try printing a similar form.
- If you can’t print from Payroll Premier, try printing from another program such as Microsoft Notepad. If nothing

prints from Notepad, you know the problem is related to the printer, not the software. Check the printer connections, printer driver, print queue and so forth.

Think about what has been changed

If something used to work but no longer does, think about what may have changed.

- Have you changed or added other programs on your computer?
- Have you added a new printer?
- Have you moved the Payroll Premier data file to a new location?
- Have you changed a setting in the *Preferences* window?

If the program "hangs" or locks up

There are a number of reasons why your system may freeze while using Payroll Premier. Try restarting your computer. If restarting doesn't help, go through the following list of questions and take any related action:

Does your computer system or network meet the minimum requirements necessary for Payroll Premier? (See Chapter 1 – Installing Payroll Premier).

Are you making the best use of available system resources by shutting down other programs that are running? (Check for programs that may be running in the background without your knowledge.)

Do you have enough hard disk space available? (This is a common problem for those working in a multi-user, peer-

to-peer network situation.)

Do you have any conflicts with sound or video drivers?

If you experience system freezes while using Payroll Premier, you may want to call for technical support.

Contacting Reckon

Australia		
Product Registration	Products can be registered online 24 hours a day or by telephone.	If you can't activate your product using onscreen instructions after going to the Activities menu, then clicking Register Payroll Premier, call: 1300 650 061
Product Re-Registration	You can re-register your program through this service. Re-registration is charged at $4.90 per minute and capped at $9. (Charges include GST and only apply once you are connected to a representative.	Call: 1800 732 566

Australia		
Customer Service and Reckon Sales	For pre-sale, product-specific information, to purchase an upgrade, for order inquiries, or information on Reckon Advantage and so on.	Call: 1800 732 566 Email: customerservice@reckon.com.au Fax: 02 9577 5557
General Product Information	For general product information and FAQs.	Visit: http://www.reckon.com.au
Technical Support	Call cost $4.90/min (Charges include GST and only commence once you are connected to a technical support representative.) Charges are higher from public and mobile phones. Search the Knowledge Browser for answers to common questions.	Call: 1902 223 101 Call costs subject to change. See http: //www.reckon.com.au/support for available hours. Visit: http://reckon.com.au/support
Training	Reckon Training provides classroom training to assist you in getting the most from your software. Or you can visit a Reckon accredited trainer near you. The Reckon website provides a directory of all the Reckon accredited trainers.	Call: 1300 655 975

Australia		
Data Recovery	To request data recovery for a damaged Payroll Premier file. For more information on data recovery online. To prevent having to request data recovery, use Online Backup.	Call: 1800 732 566
Password Removal	To request a forgotten password be removed from your file.	Call: 1300 732 566
Reckon Stationery	Reckon offers a range of stationery that works with your Reckon software. Cheques, invoices, pay slips and more – Reckon stationery helps deliver the most from your accounting software!	Call: 1300 301 166 Fax: 1300 131 972
Update your details	Keep your details current so we can keep you up to date on product developments and important software changes.	Update your details online at http://www.reckon.com.au/update-your-details
Postal Address	Reckon postal address to send software orders as well as any other written correspondence.	Reckon Australia Locked Bag 7522 McMahons Point NSW 2060
Website address	www.reckon.com.au	

End User Licence Agreement

THIS IS AN IMPORTANT DOCUMENT. PLEASE READ IT CAREFULLY.

This is a contract between Reckon Limited (ACN 003 348 730) (Reckon) and you. By using the Software supplied with this document, and the related user guides and materials (together the Software), you agree to be bound by the terms of this Licence. This Licence covers copies of the Software provided for evaluation or trial purposes, subscription versions and non-subscription or full versions of the Software. Some Licence provisions may not be applicable to you, depending on the particular version of the Software you have purchased or if you are using the Software for evaluation purposes. The defined terms and the rules of interpretation in this Licence are set out in clause 13.

Important: There are a number of technical features within the Software that may affect your ability to continue to use the Software. These are outlined in more detail in the terms of the Licence, but in summary:

- you are purchasing the right to use the Software, not to own it;
- if you have been provided with a Trial Version, you may only use the Software on a temporary basis to evaluate the Software's functionality and suitability for your requirements;
- the Software contains registration and activation processes to guard against illegal copying;
- to continue using the Software, those processes require you to verify your compliance with the terms under which you are licensed to use the software (for example: the number of computers on which the software is installed) and to permit continued reactivation of the Software from time to time. This involves, in all versions, periodically verifying your licence details, and in the subscription version, renewing your subscription when it falls due. Reckon may also verify subscription customers during a subscription period and not only at renewal. You will also need to reactivate your Software if you want to reinstall it (for example, if you upgrade your computer or if you have a hard drive failure, and you may incur a technical support cost for this);
- when you purchase the Software or during the course of your subscription you will be provided with an installation key code ("IKC"). Please keep the installation key code in a safe place. You may need it when you first install or re-install (if permitted) the Software and to reactivate the Software. Please note if you lose your installation key code that it will not be replaced by Reckon and you will not be able to install or reactivate the Software;
- you also need a licence key to reactivate your Software. In addition, with some older versions of the Software, you will not be able to re-install or reactivate the Software if you do not have your installation key code - see details below on Reckon's sunset policy;

- there will be no charge to activate the Software initially or to reactivate your Software when you verify your licence details or renew a subscription, Reckon may charge you a fee for technical support if it needs to reissue a licence key provided also that the version of the Software you are using has not been 'sunsetted' as explained below. Reckon may also charge a fee if you need to reactivate the Software in other circumstances (for example, if you need to reinstall the Software if you upgrade your computer or due to a hard drive failure);
- if you do not renew your subscription, which also requires you to install and use the updated Software or if you do not verify your licence details (as applicable) within the required period, the Software may continue to operate but with impaired functionality or you may not be able to access the Software at all (including printing out or viewing any of your data or records); and
- Reckon has a 'sunset policy' which means that technical support is not available for some older versions of the Software. This includes the ability to install or re-install that Software for any reason if you have lost your installation key code for those old versions. If you wish to continue using the Software in those circumstances, you will need to purchase a new copy of the current version of that Software.
- Data Collection & Privacy

  You acknowledge that Reckon collects information from you when registering, activating and validating the Software and when you use the Software including technical support. For details on how we collect, use, disclose and store your personal information and how you can contact us if you want to access or correct personal information, please refer to Reckon's Privacy Statement on our website. By activating and using the Software you consent to Reckon's collection and use of the information collected from you in accordance with Reckon's Privacy Policy.
- **Use of Software is not provision of professional advice**:
  (a) The information contained in the Software may contain features designed to assist you in complying with the requirements of relevant legislation.
  (b) In providing you with information which may relate to relevant legislation, Reckon is not engaged in rendering legal, accounting or other professional services and that nothing in the Software constitutes taxation, financial, wealth management, superannuation or other professional advice. Legal, accounting or other relevant professional advice should be obtained before taking any action in reliance on this Software.
  (c) While relevant reports produced using the Software will be compliant with legal requirements at time of release, as these requirements may change from time to time, you should confirm compliance with your professional adviser before relying on any such reports.

(d) The help contained in this Software is not a substitute for obtaining the appropriate independent professional advice. If legal advice or other expert assistance is required, you should seek the service of the appropriate competent professional.

- **Third Party Online Services**: The Services may contain access to, or features that interface with, third party online services ("Third Party Online Services"). Where Third Party Online Services are available, separate terms and conditions with the provider of the Third Party Online Services may apply. Charges may apply for the use of Third Party Online Services including the cost of internet access. Except as required by the Consumer Guarantees, access to Third Party Online Services may be withdrawn by Reckon at any time. Reckon does not make any recommendations in relation to the Third Party Online Services or accept any liability or responsibility for any loss or damage relating to the Third Party Online Services except as required by the Consumer Guarantees.
- **Back up & Data Retention**: Your should ensure you conduct regular backups of your data. Except as required by the Consumer Guarantees, Reckon on behalf of itself and/or any of its distributors and associates, does not assume any liability with regard to your use of the Software, including but not limited to, loss of data. In addition, you should confirm your data retention requirements for tax and compliance purposes with your professional adviser.
- **Liability**: To the maximum extent permitted by any law, including the Competition and Consumer Act 2010 (Cth) or) or the Consumer Guarantees Act 1993 (NZ), Reckon will not be liable responsible for delays, non-performance, failure to perform, processing errors nor will the liability of Reckon include or extend to any special or consequential loss or damage suffered by you, except where required by the Consumer Guarantees.
- **Limitation of implied terms**: In relation to goods or services not ordinarily acquired for personal, domestic or household use, Reckon's (and its distributors') liability for breach of any guarantees, implied conditions or warranties that cannot be excluded is limited, to the extent permitted by law and at the option of Reckon, to repair the goods, or the cost of repairing the goods, to replacing or re-supplying the goods or services or their equivalent again or the payment of the cost of having the goods or services or their equivalent replaced or supplied again. You acknowledge that this clause, and any reliance on it by Reckon, is fair and reasonable.
- **Reckon's Contact details**:

  Business address: Level 12, 65 Berry Street, North Sydney, NSW 2060

  Contact number: 1800 784 253

  Contact email: customerservice@reckon.com

1. LICENCE

(a) Evaluation licence: If Reckon has provided a Trial Version of the Software to you, your rights to use the Trial Version are solely as set out in clause 12.

(b) Licence to use: Reckon grants you a personal, non-exclusive, non-transferable, limited licence to use the Software on the terms of this Licence for the period determined in accordance with clause 9.

(c) No transfer of copyright: The Software is licensed not sold, despite any reference to "purchase" or "sale" in this Licence or in any invoice or purchase order for the supply of the Software. Reckon reserves all rights not expressly granted to you. Reckon Limited is the owner of copyright in the Software and retains ownership of the copyright and all other intellectual property rights in the Software and is protected by copyright law and international copyright treaty.

2. YOUR PERMITTED USE OF THE SOFTWARE

(a) Single use licence: If you have purchased a single user licence, you::

(i) may install the Software once, on one computer only. However, if you wish to reinstall the Software (for example, if you need to install the Software on a replacement computer), then clause 3 will apply; and

(ii) must ensure that the Software is used by one person only at any one time.

(b) Additional licences: Subject to any multi-user licence that you have obtained, if:

(i) more than one person is to use the Software at the same time; or

(ii) the Software is to be installed on more than one computer

then you must obtain an additional licence for each additional person or computer.

(c) General restrictions: You must not:

(i) use or rely upon the Software for any purpose or in any manner for which the Software is not warranted;

(ii) copy, reproduce, translate, adapt, vary, merge or modify or create any derivative work based on the Software;

(iii) reverse engineer, decompile, disassemble, reconfigure or otherwise attempt to discover the source code of the Software; or

(iv) sell, market, network, transfer, lease, license, sub-license, rent, lend or otherwise dispose of or distribute the Software or use the Software to provide any Internet based services, including a bureau or hosting service.

(d) Licence verification: Upon written request from Reckon, including by e-mail, you agree to provide Reckon with a signed certificate:

(i) verifying that the Software is being used fully in accordance with this Licence, including user and machine limitations, and

(ii) listing locations, types and serial numbers of equipment on which the Software is run.

You agree to allow Reckon to use and disclose any personal details provided to Reckon in connection with this Licence in accordance with Reckon's then current privacy policy displayed on Reckon's website.

(e) Audit rights: Reckon may also audit the number of copies of the Software in use or possession by you, the equipment on which the Software is installed or used and the number of users using the Software. Audits will be conducted in your normal business hours, or upon reasonable prior written notice, at Reckon's expense. If the audit reveals underpaid or unpaid fees due to Reckon, you will be invoiced for them based on Reckon's then current price list, and if these exceed 5% of the licence fees you have already paid, you will also be invoiced for the cost of the audit.

3.BACK-UP & DATA RETENTION

(a) Back up: You should also ensure you conduct regular backups of your data. Except as required by the Consumer Guarantees, Reckon on behalf of itself and/or any of its distributors and associates does not assume any liability for loss of data.

(b) Data retention: You are responsible for ensuring you meet all your data retention requirements for tax and any other compliance purposes. You should confirm these requirements with your professional adviser, as some legislation requires you to keep copies of certain data for later reference, for example, for the ATO or ASIC.

4. PRODUCT ACTIVATION AND VERIFICATION

(a) Initial registration and verifying licence details: This Software may contain technology that protects Reckon against illegal copying. As a consequence, you may be required to:

(i) register your details during the initial installation (including your name, contact details and details of the hardware on which the Software will be installed (if this is not done automatically by the Software);

(ii) if you have a full version, have the Software reactivated periodically thereafter by verifying your licence details to confirm you are using the Software in accordance with these Licence terms;

(iii) if you have a subscription version, have the Software reactivated (on payment of Reckon's renewal fee and verification of your licence details) if you wish to renew the subscription;

(iv) have the Software reactivated by Reckon if you wish to re-install the Software (for example, if you would like to install the Software on a new computer or if you have a hard drive failure and need to reload your Software); and

(v) provide to Reckon the details of your installation key code and product key code for the Software as part of the reactivation process.

You agree to activate or reactivate the Software within a reasonable time or within such time as the Software prompts you to do so.

(b) Key codes: Each copy of the Software is provided with a unique installation key code (which may appear on the packaging or the cover of the media on which the Software is contained). You should keep the installation key code safe. As per clause 4(a)(v), you will be required to provide your installation key code to Reckon when you reactivate your Software.

(c) Manner of verification: You must verify your licence details in the manner required by Reckon from time to time (which may include email or on-line registration via the Internet). The Software may prompt you as to the required manner of verification.

(d) Charges for reactivation: Reckon will not charge you to activate the Software initially or to reactivate your Software when you verify your licence details or renew a subscription, unless you have lost your installation or licence key code. You need both your installation code and your licence key to be able to reactivate the Software. Reckon may charge you a fee for technical support to reissue a licence key code. Reckon may also charge a fee for technical support if you need to reactivate the Software in other circumstances (for example, if you need to reinstall the Software because you have a new computer or need to reload the Software due to a hard drive failure). For the current fees go to http://www.reckon.com. If you have lost your installation key code, Reckon will not replace that code, and you may be required to purchase new software.

(e) Consequences of non-renewal and failure to verify details: This Software is provided to you on the understanding and acknowledgment that it may contain technology which deactivates and disables the Software if a subscription is not renewed or in the case of a full licence version, you have not verified your licence details when periodically prompted to do so by Reckon or by the Software. If the Software is not reactivated within the required period, the Software may continue to

operate but with impaired functionality or you may not be able to access the Software at all (including printing out or viewing any of your data or records).

(f) *Statutory declaration*: In certain circumstances, before permitting a re-activation, Reckon may require you to provide it with a Statutory Declaration stating the reasons for re-activation in a form required by Reckon.

(g) *Older versions*: Reckon has a sunset policy (covered in more detail in clause 6(a)) which means that technical support is not available for certain older versions of the Software. If technical support is not available for your version, you will not be able to reactivate or reinstall your Software if you do not have your registration key code. Reckon will not be obliged to provide you with a replacement key code and in those circumstances you will need to purchase a new version or Upgrade in order to continue using the Software. Please go to http://www.reckon.com to see the sunset policy.

5. DATA COLLECTION AND PRIVACY

(a) You acknowledge and agree that Reckon collects information from you when registering, activating and validating the Software. Additional information may also be collected in relation to your use of the Software. Reckon handles personal information in accordance with the Privacy Act 1988 (Cth) and the applicable Privacy Principles. For details on how we collect, use, disclose and store your personal information and how you can contact us if you want to access or correct personal information please refer to Reckon's Privacy Statement on our website .

(b) By activating and using the Software including technical support:

(i) you agree to allow Reckon to use and disclose any personal information provided to Reckon in connection with this Licence in accordance with Reckon's then current privacy policy displayed on Reckon's website; and

(ii) you acknowledge and agree that you are solely responsible and liable for any personal information you collect, use or store using the Software.

6. TECHNICAL SUPPORT

(a) Period when technical support is available: Reckon will provide technical support for the Software only (and for the avoidance of doubt this does not include support for third party hardware or software, which remains the responsibility of the relevant third party), during the following periods:

(i) in the case of a subscription version of the Software, during the period for which you have paid the relevant subscription fees (unless further releases of the Software in question are discontinued); and

(ii) in the case of a full version of the Software, there is a 'sunset period' during which technical support may not be available for that version. The sunset period for a version will commence on the earlier of:

(A) 2 years after the date on which you first installed the version on your computer; or

(B) the date Reckon releases the second successive Upgrade to that version.

For further explanation of Reckon's sunset policy please go to http://www.reckon.com

(b) What is included as part of technical support: Reckon will provide technical support in accordance with its then current technical support policy, which may include:

(i) as contemplated by clause 4, the technical support required to reactivate the Software or to issue a replacement registration key code (for example, when you verify your licence details, renew a subscription or if you need to reinstall the Software);

(ii) provision of telephone help desk support services;

(iii) access to technical information about the software contained on Reckon's website; and

(iv) the ability for you to download Updates,

but it does not include provision of Upgrades of the Software. For further explanation of Reckon's technical support policy please go to http://www.reckon.com

(c) Fees: Clause 4(d) sets out the circumstances when you will (and when you will not) be required to pay charges for the technical support to reactivate your Software (including when you wish to reinstall the Software) or for Reckon to issue a replacement registration key code.

For all other technical support, Reckon may charge you a fee in accordance with its then current technical support policy.

7. ONLINE SERVICES

(a) Interaction with Online Services: The Software may contain access to, or features that interface with, third party online services ("Third Party Online Services"). Examples of Third Party Online Services that may be applicable to the Software are ASIC, EFTPOS, SBR-enabled services, an online share price download facility, and a statement download facility, bill

and other payment services, a superannuation choice facility, online backup facility, payroll services and a debt recovery facility, technology, hardware or application, which may or may not be provided at an additional charge on a subscription basis measured for one year from the date of registration.

(b) *Terms for Third Party Online Services*: Certain Third Party Online Services are not available for all versions of the Software. For example, in the case of bank statement download services, not all banks provide services that connect to the Software. Third Party Online Services are only available for 12-month periods for subscription versions and 24-month periods for full versions. In the case of a full version, access to Third Party Online Services in the second 12-month period may be subject to payment of the applicable charges. In order to renew access to Third Party Online Services at the end of the 24-month period in the case of a full version, you will be required to have purchased or upgraded to the latest version of the Software. In the case of a subscription version, you must have renewed your subscription. Internet access is required for all Third Party Online Services. Charges may apply for the use of Third Party Online Services (in addition to the cost of Internet access levied by your ISP). Where Third Party Online Services are available, separate terms and conditions with the provider of the Third Party Online Services may apply. In some cases Reckon may be the provider. You should check with the relevant third party provider as to the terms and conditions of use. Access to Third Party Online Services may be withdrawn by Reckon at any time. Reckon will not be liable for the withdrawal of access to any Third Party Online Services. Where access is to be withdrawn, Reckon may choose to notify you in advance provided that you have supplied Reckon with a valid and up to date email address.

(c) In some cases you may download other third party applications, for example Google Desktop supplied by Google Inc. In such cases your agreement to be bound by the terms of this Licence will also bind you to the terms of use or other similar agreements required by such third parties for use of their products.

7. LIMITED WARRANTY

This clause 8 is subject to the consumer guarantees regime as set out in Schedule 2 to the Competition and Consumer Act 2010 (Cth) (also referred to as the Australian Consumer Law), and the Consumer Guarantees Act 1993 (NZ), as amended from time to time, or other similar legislation of a state or territory of Australia or NZ respectively (“Consumer Guarantees”).

In Australia, our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

In New Zealand, these guarantees cannot be modified nor excluded by any contract, except in those circumstances contemplated by section 43(2) of the New Zealand Consumer Guarantees Act.

(a) Software provided on an 'as is' basis: Except as required by the Consumer Guarantees, Reckon provides the Software to you on an "as is" basis and without any representations by Reckon or any of its authorised distributors regarding the use, performance or results of the use, of the Software.

(b) Defects in media: In addition to any rights and remedies you have under the Consumer Guarantees, Reckon warrants that the media on which the Software is recorded is free from defects in manufacture for a period of 90 days from the date of delivery (for on-line purchases) or 90 days from the date of purchase (for in-store purchases). During this period, subject to clause 8(c), Reckon will replace any defective media on which the Software was supplied and any Software on that media, free of charge, unless you caused damage to the media due to poor handling.

(c) To make a claim under clause 8(b), you must:

(i) email customerservice@reckon.com with the subject line 'warranty claim', and include the following:

(A) in the body of the email, provide the IKC, detail the fault and whether a workaround has been provided by a member of Reckon's support team; and

(B) provide a copy of the receipt or proof of purchase and payment

Once Reckon receives the information, Reckon will provide a preliminary assessment of the claim and contact you to advise. Software assessed on a preliminary basis to be defective by Reckon will be replaced by Reckon and sent to you at Reckon's cost.

(d) No guarantee that Software will be error free or that its use will be uninterrupted: While Reckon has endeavoured to make sure that the Software works substantially as per the specifications published by Reckon from time to time, except as required by the Consumer Guarantees, Reckon does not guarantee that the Software will work on all computer hardware platforms or configurations and makes no warranty that the Software will be error free or that its use will be uninterrupted.

(e) Internet access, telecommunications networks, firewalls and security: Except as required by the Consumer Guarantees, Reckon does not guarantee connections to its online activation server as these may be dependent upon third party networks and security measures over which Reckon has no control.

9. LIABILITY

(a) *Certain rights cannot be excluded*: Certain laws, including the Consumer Guarantees, may imply certain guarantees, conditions and warranties into this Licence or impose certain guarantees, conditions and warranties by law and give you certain rights and remedies that cannot be excluded or modified. This clause 9 and the limited warranties provided in clause 7, do not exclude or modify any of those rights if to do so would contravene that law or make any part of this Licence void.

(b) *Exclusion of warranties*: Except as required by the Consumer Guarantees,, Reckon excludes all guarantees, conditions, warranties and rights that may be implied into this Licence or imposed by law. If guarantees, conditions, warranties or other rights for your benefit are implied in this Licence or otherwise conferred by law and it is not lawful to exclude, restrict or modify them, then those guarantees, conditions, warranties and other rights will (but only to the extent required by law) apply to this Licence.

(c) *Limitation of implied terms*: In relation to goods or services not ordinarily acquired for personal, domestic or household use, Reckon's (and its distributors') liability for breach of any guarantees, implied conditions or warranties that cannot be excluded is limited, to the extent permitted by law and at the option of Reckon, to repair the goods, or the cost of repairing the goods, to replacing or re-supplying the goods or services or their equivalent again or the payment of the cost of having the goods or services or their equivalent replaced or supplied again. You acknowledge that this clause, and any reliance on it by Reckon, is fair and reasonable.

(d) *General exclusion and limitation*: Other than as set out in clauses 9(b) and 9(c), and to the full extent permitted by law:

  (i) Reckon (and its authorised distributors) will not be liable to you or any other person for any direct or indirect loss, damages, liability, costs or expenses suffered by you or any other person relating to the performance or non-performance of the Software or any breach of this Licence or the supply of the Software or in connection with, but not limited to, the Third Party Online Services, delays, non-performance, failure to perform, processing errors use of tax tables, use of third party hardware (for example but not limited to Postec services) or provision of technical support (whether by telephone or remote access or other means), nor will the liability of Reckon include or extend to any special or consequential loss or damage suffered by you, except where required by the Consumer Guarantees; and

  (ii) Reckon's maximum liability for damages arising in connection with this Licence or the supply of the Software is limited to the amount paid by you for the Software.

(e) *Your liability to Reckon*: You agree that Reckon (and its authorised distributors) will not be liable, other than as required by the Consumer Guarantees or as expressly set out in this Licence, and that you will indemnify the Reckon (and its authorised

distributors) from any liability, loss, damage, costs or expenses which you may suffer or incur as a result of your use of the Software (including any claims made against you by third parties).

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(i) *Third party On-line services*: Except as required by the Consumer Guarantees, Reckon makes no warranty or representation in connection with the Third Party Online Services, the responsibility for which rests with the relevant provider of such Third Party Online Services.

10. TERM AND TERMINATION OF LICENCE

(a) *Licence Term*: Unless this Licence is terminated earlier in accordance with its terms, your right to use the Software in accordance with this Licence continues:

(i) in the case of a subscription version of the Software, for an initial period of 12 months from the date of registration of the Software. This Licence will automatically renew for a further 12 month period upon the payment of Reckon's annual subscription fee. If the annual subscription fee is not paid on or before the termination of the current 12 month period, this Licence will automatically terminate; and

(ii) in the full version of the Software, indefinitely, however:

(A) you may be required to periodically verify your licence details and have the Software reactivated as per clause 3 in order to keep using the Software; and

(B) if you need to reinstall the Software, you will need a copy of your original CD (or other media on which the Software was provided) and the installation key code. If you do not have the CD, you will need to purchase or upgrade to a new full version and pay for the postage associated with sending the CD to you. Clauses 4(d) and 4(g) outline when Reckon may charge you a fee for the provision of a replacement key code and, more importantly, when a replacement key code will not be provided by Reckon due to the operation of Reckon's sunset policy.

(b) *Termination by Reckon for breach*: Reckon may terminate this Licence if you are in breach of its terms or as otherwise set out in this Licence.

(c) *Survival*: Clauses 2, 6, 8, 9 and this clause 10 will survive the termination of this Licence. Termination of this Licence will not prejudice any right which Reckon may have, or but for the termination may have had, against you for a breach of this Licence.

(d) *Things you must do upon termination*: Upon the termination of this Licence, you or your representative must promptly uninstall the Software from your computer, destroy the CD, User Guide and related materials and any copies of them in your possession or control or return or dispose of them in the manner directed by Reckon. Upon written request from Reckon you agree to provide a Statutory Declaration to Reckon that you have complied with your obligations under this clause 10(d).

11. SUBSCRIPTION TERMS

If you have purchased a subscription version of the Software, this additional clause 11 will apply.

(a) *Entitlement to Upgrades and Updates*: During the period for which you have paid subscription fees you will receive, included in the cost of the subscription, all Upgrades and/or Updates of the Software, via Internet download.

(b) *No extension of Licence term*: Your right and entitlement to use the Software, as enhanced by any Upgrades and/or Updates, concludes at the end of the term of the Licence (subject to payment of an annual subscription fee) and is not linked to the dates of release, registration or provision by Reckon of any Upgrades and/or Updates.

(c) *This Licence prevails*: If you have purchased this Software as an Upgrade to an earlier version of the Software, this Licence shall supersede any previous licence agreement.

(d) *Not all Upgrades included*: Your subscription to the Software and any Upgrades and/or Updates under this Licence does not grant you the right to receive special versions of the Software created for certain customers or market segments, even though they may contain similar features or functions. Versions of the Software which may from time to time be offered in retail or other channels in different configurations as special promotions are not included as part of the subscription.

(e) *No obligation on Reckon to upgrade*: Upgrades and/or Updates will be developed and released by Reckon in its sole discretion, and Reckon does not warrant or represent that it will develop or release any Upgrades and/or Updates during the term of the subscription period or Licence. Furthermore, Reckon does not warrant that the Upgrades and/or Updates will be provided to you or made available within any specified time period following the commercial release of such Upgrades and/or Updates.

(f) *When payment is due*: If applicable to the Software licensed to you, you will be required to pay the monthly subscription fee in advance on the first business day of each month. You authorise Reckon to direct debit your monthly subscription fee from the bank account nominated by you.

(g) *Deactivation at end of subscription period*: As per clause 4, the subscription version of the Software is provided to you on the understanding and acknowledgment that it may contain technology which deactivates and disables the software if your subscription is not renewed or you are found to be in breach of this licence agreement. If the Software is not renewed by the end of the required period, the Software may continue to operate but with impaired functionality or you may not be able to access the Software at all (including printing out or viewing any of your data or records).

(h) *You need a full version if you don't renew*: If you elect not to renew your subscription, the Software does not allow you to upgrade to a non-subscription version of the Software by way of the purchase of an Upgrade pack. In such circumstances, you are only able to upgrade to a later non-subscription version of the Software by purchasing a full (non-upgrade) version of the Software.

(i) *Early termination*: If you wish to terminate your subscription early, you must do so by giving Reckon no less than one calendar month notice to that effect. Depending on the type of software you have subscribed to and the type of subscription you are signed up for, you may be required to pay a cancellation fee. See http://www.reckon.com for a schedule of fees. Reckon will direct debit your account, and you agree to pay, the applicable cancellation fee.

12. TRIAL LICENCE

If you have been provided with a Trial Version of the Software, this clause 12 sets out the terms that will apply to your use of the Trial Version.

(a) *Licence*: Your licence to use the Trial Version:

(i) permits you to evaluate the Software's functionality and suitability for your requirements;

(ii) is for the number of users set out in the material accompanying your copy of the Trial Version;

(iii) is subject to the general restrictions in clause 2 and the limited warranty in clause 8

(iv) is for three months (Evaluation Period)

(b) *Duration*: You acknowledge that your licence to use the Trial Version will only apply for the Evaluation Period. At the end of the Evaluation Period:

(i) you must not and will not be able to continue to access the Trial Version, including any data that you have entered into the Trial Version; and

(ii) if you wish to use the Software you must purchase a full version or subscription version of the Software.

(c) *Entitlements*: You:

(i) are not entitled to Upgrades or Updates (or any other software other than the Trial Version); and

(ii) may be required to pay for any technical support that you may require in relation to the Trial Version in accordance with Reckon's then current charges.

(d) *Liability*: You acknowledge that subject to clauses 9(b) and 9(c), and to the full extent permitted by law, Reckon excludes all liability to you for any loss, damage, liability, costs or expenses suffered by you relating to the performance or non-performance of the Trial Version or any breach of this clause 12.

13. GENERAL

(a) Some defined terms: In this Licence:

Trial Version means Software that has been provided to you on a temporary basis in order to carry out a trial of that Software to determine whether you wish to use the Software on an ongoing basis.

Student Version means Software that is licensed to you as part of your educational institutions arrangement with Reckon or Software that you have purchased that Reckon has determined is a Student Version.

Upgrade means a new version of the Software which contains additional functionality or other enhancements. Reckon will determine whether a new version constitutes an Upgrade or an Update.

Update means a new version of the Software which contains minor enhancements.

(b) Applicable law: This Licence is governed by the laws of the State of New South Wales, Australia and by agreeing to be bound by the terms of this Agreement you irrevocably and unconditionally submit to the jurisdiction of the courts of that State.

(c) Consumer Guarantees: Is the consumer guarantees regime as set out in Schedule 2 to the Competition and Consumer Act 2010 (Cth) (also referred to as the Australian Consumer Law), or the Consumer Guarantees Act 1993 (NZ), as amended from time to time, or other similar legislation of a state or territory of Australia or NZ respectively.

(d) Entire Agreement: This Licence contains the entire agreement between Reckon and you in relation to its subject matter and supersedes any prior agreements and understandings, whether written or oral.

(e) *Evaluation Fee*: The fee set out on the pricing page of the Website at the relevant time to obtain an Evaluation Licence to use the Services on trial.

(f) Headings: Clause headings are for ease of reference only and do not affect the meaning of this Licence.

(g) Third Party Applications and Technology: When using the Services, you may access third party applications and technology. The terms of the third party's Licence will apply to your use of all such third party applications and technology.

(h) *Variation*: To the extent permitted by law, Reckon may vary any of the terms and conditions of this Licence upon providing you with thirty (30) days notice in writing and a copy of the replacement terms and conditions. No new terms will come into force until the commencement of your renewed Subscription Period. Reckon will display any new terms and conditions on the Website and you should check the website regularly.

(i) *Waiver*: Any failure to enforce any rights under this Licence by Reckon is not to be taken as a waiver of those rights.

(j) *Website or website:* means Reckon's company websites www.reckoncom or www.reckononline.co.nz

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